



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



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**AIDE MEMOIRE**

1 October 2020

**SERVICE VEHICLES, LAPTOPS, DRONES AND OTHER EQUIPMENT FOR GOVERNANCE**

For the first time in the history of DepEd, and the first time to be experienced by our field offices, service vehicles will be issued to all regions and schools division offices with uniform specifications and designs.

The clamor for service vehicles came up at the national conference of DepEd engineers and architects at the Development Academy of the Philippines (DAP) in Tagaytay City in December 2016, when Undersecretary Alain Pascua asked the Education Facilities Division (EFD) to identify needed support from the new administration. The need for service vehicles was highlighted with stories of DepEd field engineers riding with school building contractors when monitoring projects in far flung areas. "How can our engineers give an objective investigation and real monitoring reports of projects when they visit project sites at the behest of contractors," Pascua said to then new Secretary Leonor Magtolis Briones.

Subsequent meetings and consultations with regional and division officials, and national conferences with Education Support Service, School Governance and Operations, Administrative Service, Cashier, Records, Supply, DRRM, IT, Youth Formation, and Sports Coordinators under the Administration Strand, with Finance Officers and others at the DepEd Synchronized Instructions, Procedures and guidelines (SIPAG) in 2019, and with Planning Officers in their assembly in General Santos City would almost always result into clamors for service vehicles, laptops and other equipment needed for effective governance.

After securing needed funds which included fighting for special provisions in the General Appropriations Act in both houses of Congress, after two budget deliberations, the first set of 88 4x4 pick-up vehicles were initially distributed on December 5, 2019 in San Fernando, Pampanga.

356 executive laptops were distributed at the Central Office. 794 units for regional offices were distributed by the Secretary in Dumaguete City on November



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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12, 2019, and about 262 units were distributed on October 14, 2019 in Clark, Pampanga for regional and division personnel engaged in social media.

Today, we are distributing passenger vans. These Passenger Vans will serve the needs of regional directors and schools division superintendents, including needs of their offices in transporting their personnel, equipment, supplies, products, and materials. The vans will also be for the common use of their personnel in the performance of their official functions, including attendance to meetings and events, monitoring, and field visits.

The 4x4 pickups are to be used by our Field Engineers in their field inspections and motoring, but they will be commandeered by their DRRM counterparts in times of emergencies and calamities.

Towards the goal of Management to provide all regions and schools division offices with service vehicles, amid the limited budget, procurement was done in batches. The Office of the Undersecretary for Administration, thru the Asset Management Division-Administrative Service (AMD-AS), came up with criteria on who will be prioritized for the issuance of the Passenger Van. The criteria included the updated inventory of vehicles, their utilization rate, and timely submission of reports.

For the record, we will be distributing:

**4x4 Pickups:**

- 254 units (first 88 were distributed last Dec 5, 2019)
- All ROs, all DOs (including BARMM), with a few at CO and BTC

**Passenger Vans:**

- 183 units
- 7 units for possible repeat order
- 34 units still needed to complete all DOs and BARMM.

**Laptops:**

- 794 executive units (distributed November 12, 2019 in Dumaguete, 11 units per RO totaling 176, including 356 for CO, and 262 for regional and division social media personnel)
- 3,588 standard blue units (2,000 ALS, and 1,588 DOs - IT, DRRM, Health and Nutrition, Youth, Supply, and Planning Officers)

**Drones:**

- 490 units for Engineers and DRRM

Ongoing procurement include:

- 477 CADD-capable laptops for engineers, architects and DRRM coordinators (NOA at DBM-PS, awaiting NTP)



- 256 large printers for engineers
- 1,000 A4 tank printers for ROs, DOs and ALS
- 2,148 LCD Projectors for ROs, DOs and ALS

Next procurement will cover:

- 15,000 laptops (including 2,000 executive units for CO, ROs and SDS/ASDS) are scheduled to be procured for all the rest of CO, RO and DO staff, including finance personnel of implementing units, for distribution on the first quarter of 2021.

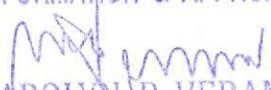
The Department is also preparing to provide monthly connectivity and communication expense from the major telecommunications companies for employees across DepEd. In order to qualify for the provision of connectivity and communication expense, all CO, RO and DO officials and employees are required to register and update their information in DepEd Commons following the procedure in OUA Memo 00-0820-0083 by confirming the DepEd Commons Account Activation that was sent to their DepEd email and updating their information. (Input your email address at the link provided <https://commons.deped.gov.ph/accounts/confirmation/new> to get a confirmation email. If your email address is not found kindly contact your local ICT Officer to add your email address to the pre-approved list.)

Rest assured that no schools division office or regional office will be left behind, as we continue to gear up our actions, hold on the wheels of our goals, focus on our vision, and have a safe ride with our mission.

We are arming our central, regional, and division offices, and our school officials and personnel with the proper equipment and support to enable them to be more effective and fast in the delivery of services to our learners and teachers.

This is undertaken alongside the DepEd School Building Program (BEFF, LMS), Computerization Program (DCP), and other major undertakings of the department.

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
**FOR YOUR INFORMATION & APPROPRIATE ACTION**

  
**MARIE CAROLYN B. VERANO, CESO V**  
*Schools Division Superintendent*

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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