



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

January 22, 2024

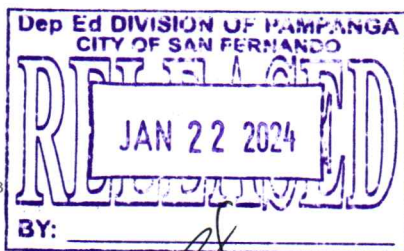
DIVISION MEMORANDUM  
NO. 038, s. 2024

**DISTRIBUTION OF CENTRALLY PROCURED LAPTOPS AS ASSISTIVE ELECTRONIC TOOLS FOR LEARNERS WITH DISABILITIES (LWDs)**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public School District Supervisors  
Heads of Secondary / Elementary Schools  
School Property Custodians  
All Others Concerned

1. This is to inform the field that as per the attached Joint Memorandum subject: Information on the Centrally Procured Laptops as Assistive Electronic Tool for Learners with Disabilities (LWDs) to be Delivered to the Schools Division Offices in 2023 dated October 23, this Office is informing the field to advise the recipient school property custodians to pick up the units at the **Division Office, Property and Supply Unit on January 26, 2024.** Distribution is by School.
2. Expenses incurred to the above activity may be charged against the School MOOE subject to the usual accounting and auditing rules and regulations. This Memorandum will serve as the Travel Order of in charge.
3. Schools who fail to pick up the said items shall constitute submission of a justification letter before the pick-up date through this link [bit.ly/LWDLETTEROFEXPLANATION2024](http://bit.ly/LWDLETTEROFEXPLANATION2024).
4. Immediate and wide dissemination of this Memorandum is desired.

000000026170



**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated.  
oasds-supply-2024-01-003



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
Email Address: pampanga@deped.gov.ph  
Website: www.depedpampanga.ph

# DISTRIBUTION OF CENTRALLY PROCURED LAPTOPS AS ASSISTIVE ELECTRONIC TOOLS FOR LEARNERS WITH DISABILITIES (LWDs)

Allocation List for Laptop 2022 per Elementary School

SY 2021-2022

Based on LIS, generated as of January 15, 2022

Region	Division	District	BEIS School ID	School Name	2022
	<b>TOTAL</b>	Pampanga			<b>7</b>
Region III	Pampanga	Apalit	105872	Jose Escaler Mem. ES	1
Region III	Pampanga	Guagua East	105997	Guagua ES	1
Region III	Pampanga	Lubao East	106023	Lubao Elementary	1
Region III	Pampanga	Lubao West	106058	Sta. Cruz CS	1
Region III	Pampanga	San Luis	106245	San Luis CS	1
Region III	Pampanga	San Simon	106263	San Simon Elementary School	1
Region III	Pampanga	Sta. Ana	106284	Sta. Ana Elementary	1

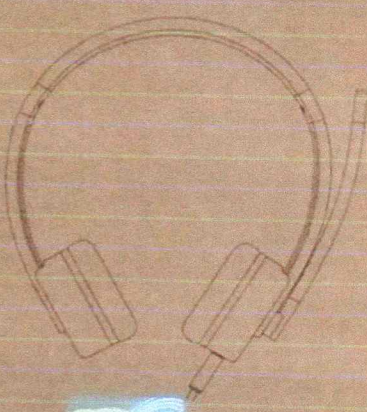
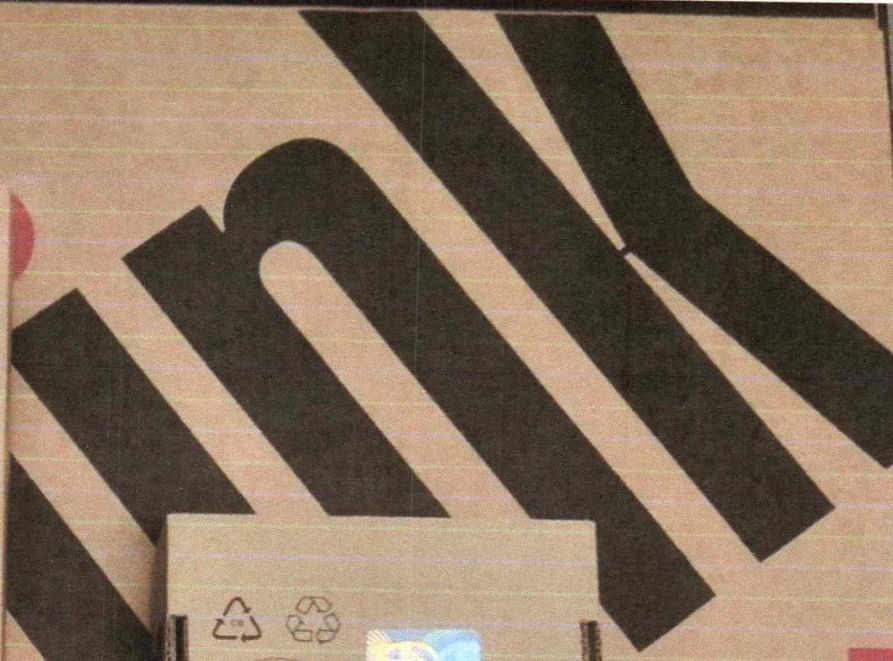
# DISTRIBUTION OF CENTRALLY PROCURED LAPTOPS AS ASSISTIVE ELECTRONIC TOOLS FOR LEARNERS WITH DISABILITIES (LWDs)

Allocation List for Laptop 2022 per Junior High School  
SY 2021-2022

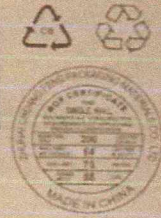
Based on LIS, generated as of January 15, 2022

Region	Division	District	BEIS School ID	School Name	2022
591					647
Region III	Pampanga	Candaba East	300874	Bahay Pare NHS	1
Region III	Pampanga	Candaba East	306951	Pulong Gubat High School	1
Region III	Pampanga	Macabebe West	501828	Sitio Mindanao Integrated School	1
Region III	Pampanga	Magalang North	300876	Andres M. Luciano HS	1
Region III	Pampanga	Masantol North	300933	Masantol HS (Sta. Lucia NHS, Masantol)	1
Region III	Pampanga	Porac West	306933	Planas High School	1
Region III	Pampanga	Apalit	306903	Bro. Andrew Gonzalez Tech.HS	1
Region III	Pampanga	Guagua West	300902	Natividad NHS	1

# ThinkPad.



Lenovo



Lenovo



Lenovo  
B2Smart carry case  
Part Number: 01A0101  
Part Number: 01A0101  
Origin: CN  
Manufactured for Lenovo  
Date: 2022-11-28  
WARNING: This product contains flame-retardant chemicals that may be harmful to you if inhaled or if you get them on your skin. For more information, see the safety data sheet (SDS) at [www.lenovo.com](https://www.lenovo.com).



Republic of the Philippines  
**Department of Education**

**JOINT MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOLS DIVISION SUPPLY OFFICERS

**FROM :** ALMA RUEY C. TORIO  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

*[Signature]*  
REVSEE A. ESCOBEDO  
Undersecretary for Operations

**SUBJECT :** INFORMATION ON THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES (LWDs) TO BE DELIVERED TO THE SCHOOLS DIVISION OFFICES IN 2023

**DATE :** October 23, 2023

The Department of Education, through the Bureau of Learning Resources (BLR), has procured laptops for learners with disabilities (LWDs) using the FY 2022 Continuing Fund. The procured laptops as assistive tools complement the MATATAG's Basic Education Agenda of an inclusive and supportive teaching and learning environment making basic education accessible for all.

Relative hereto, JONECO Tech. Marketing Corporation as the Awarded Supplier is expected to deliver the laptops to Schools Division Offices (SDOs) starting this **January 2024**. The Division Supply Officer is requested to be present during the delivery, inspection, and receipt of the laptops. However, in the absence of the Division Supply Officer, the BLR requests for the name of the duly authorized receiving personnel sent to [blr.lrpda@deped.gov.ph](mailto:blr.lrpda@deped.gov.ph) (**Attention: Shiela D. Cabisidan**) copy furnished as [amd@deped.gov.ph](mailto:amd@deped.gov.ph) (**Attention: Albert C. Alano**) to be submitted on or before **January 15, 2024**. The detailed guidelines for this project is attached for reference and guidance.

*Attached: as stated*

# **GUIDELINES ON THE RECEIPT, INSPECTION, DELIVERY AND UTILIZATION OF THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES (LWDs)**

## **I. RATIONALE**

The 1987 Philippine Constitution provides that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. Further, Republic Act (RA) 7277, or Magna Carta for Disabled Persons, ensures that learners with disabilities have access to quality education and ample opportunities to develop their skills.

In compliance with Section 16 of RA 11639 or the General Appropriations Act (GAA) for FY 2022, and other similar Special Provisions in the 2023 GAA which states the provision of learning resources (LRs) shall include multiple platforms using electronic and online modes of delivery for learners with disabilities (LWDs) enrolled in formal school and ALS, the provision of laptops with accessibility features is necessary to serve as a platform for different learning modalities for LWDs.

Given this, the procured laptops as assistive electronic tools for LWDs with accessibility features and application software such as Non-Visual Desktop Access (NVDA) and Thorium Electronic Publication (ePUB) reader are relevant in developing, supporting, and strengthening education management and learning systems of LWDs to improve access to quality and inclusive primary education.

These guidelines shall guide the field offices in their role and responsibilities on the inspection, receipt, distribution, utilization, and monitoring of the laptops as assistive electronic tools for LWDs.

## **II. SCOPE**

This Memorandum covers the guidelines on the utilization of laptops as assistive electronic tools for LWDs which can be used as a platform for different modes of delivery and further access to available digital learning resources.

## **III. DEFINITION OF TERMS**

For purposes of these guidelines, the following terms are operationally defined as follows:

1. **Accessibility features** are applications designed to help learners with disabilities use technology more easily and provide equal access and opportunity;
2. **Assistive electronic tools** are assistive technology either device, software, or product that improves a person's ability to perform a task;
3. **Digital materials** are those that can be accessed by computer such as audio, video, and visual content included in the lessons/topics to make them engaging, interactive, and multi-sensory;
4. **Goods** are the centrally procured laptops as assistive electronic tools with accessibility features for utilization of the learners across all disabilities;

5. **Laptop** is classified as an assistive electronic tool that is easy to carry around, offers many learning benefits for LWDs, allows accessible electronic or online learning resources, and facilitates quicker learning through its accessibility features;<sup>2</sup>
6. **Non-Visual Desktop Access (NVDA)** is a free, open-source "screen reader" which enables blind and vision-impaired people to use computers; and
7. **Thorium Reader** is a free highly accessible, multilingual, and multi-format reading application software.

#### **IV. IMPLEMENTING GUIDELINES**

##### **A. Procedures, Duties, and Responsibilities**

###### **Bureau of Learning Resources (BLR)**

1. The BLR identifies the recipient Schools Division Offices (SDOs) of the procured Goods.
2. The Goods are allocated to the recipient schools based on the available data from the Enhance Basic Education Information System (EBEIS) LWD enrolment across all types of disabilities in each division. Please refer to this link: [https://bit.ly/Patch?LaptopAllocation\\_perSchool](https://bit.ly/Patch?LaptopAllocation_perSchool) for the allocation of Goods to be received and distributed to recipient schools.
3. The recipient SDOs shall be informed by the Bureau of Learning Resources (BLR) on the delivery schedule provided by the Awarded Supplier through a Joint Memorandum of the Office of the Undersecretary for Curriculum and Teaching (OUCT) and Operations.
4. The BLR shall prepare the inspection protocols of Goods which shall be discussed during the orientation of the Awarded Supplier and Pre-delivery Inspectorate Team.

###### **Awarded Supplier**

1. The Awarded Supplier shall send a request for pre-delivery inspection (PDI) to the Procurement Management Service-Contract Management Division (ProcMS-CMD) copy furnished with the following details:
  - a. BLR Project Title and Contract Number;
  - b. Specific goods for inspection;
  - c. Quantity of goods for inspection;
  - d. Venue/Address of inspection site; and
  - e. Proposed schedule of inspection which must be at least ten (10) calendar days from the submission of the written request.
2. The complete quantity of goods stated in the request for PDI must be available in the warehouse of the Awarded Supplier.
3. The Awarded Supplier in coordination with the DepEd Central Office Inspectors shall prepare the inspection area, to ensure smooth inspection flow. The inspection should have enough space for the conduct of the inspection and well-ventilated.
4. Upon completion of PDI and once everything is in order, the Asset Management Division (AMD) of the Central Office shall sign the acceptance portion in the Inspection and Acceptance Report (IAR) and issue the same to the Awarded Supplier who shall then deliver the Goods to recipient SDOs

based on their submitted delivery schedule within the contract delivery period of 120 calendar days from the Notice to Proceed dated July 11, 2023.

**B. Pre-Delivery Inspection at the Central Office**

1. The technical specifications in Annex A are used as a reference during the inspection.
2. The inspection technique is 100%.
3. The inspection and test protocol specific to the Goods shall serve as a guide during the conduct of the inspection.
4. PDI protocols should be compliant with DepEd Order 041, s. 2021 or any amending order.

**Receipt, Inspection, and Acceptance**

1. Before the scheduled delivery to the recipient division:
  - a. the Awarded Supplier shall coordinate with AMD for the issuance of the IAR;
  - b. the Awarded Supplier shall notify the AMD and DepEd Division Supply Officer on the schedule of delivery as indicated in the Joint Memorandum disseminated to the field offices; and
  - c. Only laptops that passed the PDI shall be delivered to SDOs.
2. Upon delivery of the Goods to the recipient division:
  - a. The laptop can only be unloaded in the presence of the Division Supply Officer, duly authorized personnel, and the SDO inspectorate team. If neither of the two is present, duly authorized receiving personnel shall handle the delivery and acceptance protocols;
  - b. Only the Division Supply Officer or their duly authorized personnel shall receive the deliveries; and
  - c. The Division Supply Officer or the duly authorized receiving personnel shall:
    1. sign the delivery receipt based on quantity and quality and indicate the date of actual delivery for computation of liquidated damages in case of delay of delivery;
    2. forward delivery receipt (DR), Purchase Order (PO)/Contract to the Inspectorate Team for inspection;
    3. sign the "Acceptance" portion of the IAR based on the recommendation of the Inspectorate Team;
    4. record delivery in the Semi-Expendable Property Card or Property Card (for PPE);
    5. prepare the consolidated report of deliveries required in DO 45, s. 2006 and submit to the Regional Supply Officer;
    6. forward signed DR and IAR to the Awarded Supplier for payment purposes; and
    7. prepare issuance documents to the recipient school i.e., Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) and sign all "Issued by:" portions of PAR and ICS.
  - d. The SDO Inspectorate Team shall perform the inspection of the delivered Goods to ensure the Goods conform with the technical requirements, physical conditions, and quantity among others before signing the inspection part of the IAR.



- e. Deliveries of Goods to the recipient SDO shall be on regular working days, during office hours from 8:00 A.M. to 5:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.

#### During receipt of Goods

- a. In case some items are missing or damaged, the Awarded Supplier should replace the missing/damaged items. Deliveries should be rejected if found to be not by conditions stated in the IAR
- b. Rejected Goods shall be replaced by the warranty provisions in the bidding documents. A **three-year warranty** for the delivered and accepted laptops and a **one-year warranty** for the delivered and accepted laptop accessories shall reckon from the date of issuance of Certificate of Final Acceptance (CFA) by the Department of Education.
- c. The Awarded Supplier shall replace all rejected Goods within **fifteen** calendar days.
- d. The replacement Goods shall be subject to re-inspection.
- e. Issues/concerns should be sent to the Bureau of Learning Resources Office of the Director with the email address [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph) copy furnished [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph) for appropriate action.

### C. Recording of Goods

1. The Division Supply Officer shall keep a record of the inventory of the unit and put inventory/property tag prior to release to school and send a notification through the Division Memorandum announcing the recipient of the laptop.
2. The School Property Custodian (SPC) shall sign the "**Requested by**" and "**Received by**" portions of the RIS and submit to the SDO Supply Officer.
3. The School Property Custodian shall initially accept the accountability based on the PAR and ICS issued by the SDO Supply Officer.
4. The School Property Custodian records delivery in the Semi-Expendable Property Card or Property Card (for PPE).
5. The School Property Custodian prepares PAR or ICS to transfer the accountability to the identified teacher-recipient of the school (*Note: all items not supported by PAR/ICS to the identified teacher-recipient are considered under the custody of SPC*).
6. The School Property Custodian prepares the necessary documents before issuance to the teacher-adviser of the LWDs who shall ensure proper care and responsibility for the utilization of the laptop by the learners.
7. The teacher-adviser of the target user with the assistance of the School Information Technology Officer (ITO)/Coordinator shall check first the condition of the laptop and its content.

### D. Distribution of Goods

The SDO shall notify the recipient schools through a Division Memorandum to get their allotted Goods from their respective SDO.

### **E. After the Deliveries**

The Division Supply Officer shall duly sign the following documents which shall be submitted by the Awarded Supplier to the ProcMS-CMD for preparation of payment of the end-user:

- a. Delivery Receipt;
- b. Inspection and Acceptance Report; and
- c. Property Transfer Report.

### **F. Utilization, Safekeeping, and Maintenance**

#### **Utilization**

1. The laptop, as an assistive electronic tool is primarily intended for learning purposes of LWDs enrolled in the formal school and alternative learning system (ALS).
2. Utilization of the device by ALS learners may also be permitted by the agreed schedule, conditions of borrowing, and maintenance set forth by the lending school.
3. The laptop will be used as a platform for accessing different LRs for LWDs enrolled in the formal school and ALS.
4. Only quality-assured accessible format LRs developed and/or managed by the Central Office, Region and Division Offices, and schools must be uploaded in the unit by the School Information Technology Officer (ITO)/Coordinator.

#### **Safekeeping and Maintenance**

1. The School Heads shall ensure that the laptops which are government property are properly used, cared for, safeguarded, and recorded.
2. Before turning over the laptops to the class advisers, the school should ensure that they are properly accounted for and recorded by the Administrative Officer II designated as School Property Custodian and/or School Property Custodian if the school does not have an appointed Administrative Officer (AO) II.
3. The school is responsible for the safekeeping and maintenance of the laptops and is liable for any damages or losses; however, the Class Advisers and/or Special Needs Education Teachers are liable for any losses or damage if it is determined that negligence occurred while the device was in their custody.
4. The AO II designated as School Property Custodian/School Property Custodian in coordination with designated School Information Technology (ICT) Coordinator shall conduct checking and/or inspection of its condition at the end of the school year.
5. The repair and maintenance of the laptop shall be charged to a special education fund, the school's Maintenance and Other Operating Expenses (MOOE), and other sources.

#### **Service Center**

The authorized service center per Region in the Philippines by the Awarded Supplier is in Annex B.

### **Installation of other Accessible Software**

In addition to the NVDA, Thorium, and Microsoft Office 365 installed in each laptop other free accessible application software for LWDs recommended by their teacher/s can also be installed through the approval and assistance of the Information Technology Coordinator of the Division and/or School.

### **V. MONITORING AND EVALUATION**

The BLR-PD shall monitor and continuously gather feedback on the utilization, safekeeping, and maintenance of the assistive electronic tool for learners with disabilities. Schools Division Offices (SDO) shall submit utilization report to BLR-PD at the end of the school year articulating the effectiveness of the provision of assistive devices in improving access and effective learning outcomes.

### **VI. REFERENCES**

1987 Philippine Constitution states in Article XIV, Section 1  
Section 16 of Republic Act 11639 or the General Appropriations Act (GAA) for 2022  
2023 Special Provisions  
Republic Act (RA) 7277, otherwise known as Magna Carta for Disabled Person,  
Republic Act 11518 (*General Appropriation Act of 2021*)  
DepEd Order No. 41, s. 2021, (*Inspection and Acceptance Protocol for the Procurement of Goods in the Department of Education*)  
Contract No.: 2022-BLR2(025)-BII-CB026-C026 Procurement of Laptop as Assistive Electronic Tool for LWDs-Batch 2

### **VII. EFFECTIVITY**

This Memorandum shall take effect immediately upon its issuance.