



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

April 29, 2024

DIVISION MEMORANDUM  
NO. 257, s. 2024

**DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022**

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

1. Pursuant to the attached Memorandum ICT-OD-MM-2024-0072 subject: Delivery and Distribution of DCP Package 2022 dated February 29, 2024, this Office is informing the field to advise the Property Custodians / School IT Officers to pick up the units at the **Division Office, Property and Supply Unit on May 2-3, 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 <https://bit.ly/DCP2022LETTEROFEXPLANATION2024>.
4. Kindly upload the issuance documents (ICS) that were released to the end user seven (7) days upon receipt using this link. <https://bit.ly/DCP2022SCHOOL-ICS>.
5. Immediate and wide dissemination of this Memorandum is desired.



Encl: As stated.  
osds-supply-2024-03-013

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



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DEPARTMENT OF EDUCATION  
REGION III  
**SCHOOLS DIVISION OFFICE OF PAMPANGA**



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**DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022**  
**LIST OF RECIPIENTS PURSUANT TO Memorandum ICT-OD-MM-2024-0072**

	District	2022 L4T package	School ID	School Name	Address
1	Apalit	1	105879	Sucad ES	Sucad Apalit
2	Arayat East	1	105894	Sta. Cruz PS	Candating, Arayat
3	Arayat West	1	105909	San Antonio ES	Purok 2 San Antonio Arayat Pampanga
4	Bacolor North	1	105913	Cabalantian ES	Sta. Lucia Resettlement, Magalang
5	Bacolor South	1	105914	Cabetican ES - Proper	Cabetican, Bacolor
6	Candaba East	1	105934	Dulong Ilog ES	SITIO 2 DULONG ILOG, CANDABA, PAMPANGA
7	Candaba North	1	105945	Salapungan ES	SALAPUNGAN, CANDABA
8	Candaba West	1	105958	Pansinao ES	Purok 5 Pansinao, Candaba, Pampanga
9	Floridablanca East	1	105964	Bodega ES	Bodega, Floridablanca, Pampanga
10	Floridablanca West	1	105985	Dampe ES	Dampe, Floridablanca
11	Guagua East	1	105996	Betis Elementary School	San Nicolas 2nd, Guagua
12	Guagua West	1	106007	Magsaysay ES	Magsaysay Guagua
13	Lubao East	1	106050	Remedios Elementary School	Remedios, Lubao, Pampanga
14	Lubao North	1	106031	San Roque Dau ES	Purok 5 Concepcion, Lubao
15	Lubao West	1	106055	San Pedro Saug ES	SAN PEDRO SAUG, LUBAO, PAMPANGA
16	Macabebe East	1	106097	San Vicente Ferrer ES	Macabebe, Pampanga
17	Macabebe West	1	106104	Consuelo Elementary	CONSUELO MACABEBE, PAMPANGA
18	Magalang North	1	106118	Balitucan ES	SAN ILDEFONSO, MAGALANG, PAMPANGA
19	Magalang South	1	106128	San Francisco ES	San Francisco Magalang
20	Masantol North	1	106154	Palimpe ES	Palimpe Masantol
21	Masantol South	1	106143	Alauli ES	Alauli Masantol
22	Mexico North	1	106164	Balas ES	BALAS, MEXICO
23	Mexico South	1	106198	Sta. Maria ES	SITIO VISITAS STA. MARIA, MEXICO, PAMPANGA 2021
24	Mexico West	1	106189	Pandacaqui Resettlement Elementary School	Pandacaqui Resettlement, Mexico, Pampanga
25	Minalin	1	106211	Sto. Domingo ES	PUROK 1 STO DOMINGO, MINALIN, PAMPANGA
26	Porac East	1	106233	Sapang Uwak ES	Brgy. Sapang Uwak, Porac
27	Porac West	1	106218	Jalung ES	Julian Dychaico St., Jalung, Porac, Pampanga
28	San Luis	1	106240	San Carlos ES	Purok 5 San Carlos, San Luis, Pampanga
29	San Simon	1	106263	San Simon Elementary School	SAN JOSE POBLACION, SAN SIMON, PAMPANGA
30	Sasmuan	1	106271	San Pedro ES	BARANGAY SAN PEDRO SASAMUAN PAMPANGA
31	Sta. Ana	1	106278	Fulgencio Matias Elem. School	San Joaquin, Sta. Ana, Pampanga
32	Sta. Rita	1	106296	V. De Castro ES	Sta. Monica, Sta. Rita Pampanga
33	Sto. Tomas	1	106304	Sto. Tomas ES	Poblacion, Sto. Tomas, Pampanga



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Republika ng Pilipinas

## Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Office of the Director

### MEMORANDUM

ICTS-OD-MM-2024-0072

TO : **REGIONAL DIRECTORS**  
**SCHOOL DIVISION SUPERINTENDENTS**  
**REGIONAL IT OFFICERS**  
**DIVISION IT OFFICERS**  
**PLANNING OFFICERS**  
**SUPPLY OFFICERS**  
**ALL OTHERS CONCERNED**

THRU : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

FROM : **FERDINAND B. PITAGAN, PhD**  
Director IV  
Information and Communications Technology Service

SUBJECT : **DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022**

DATE : 29 February 2024

The Department of Education (DepEd) continuously develops, supports, and strengthens learning support systems to improve access to quality basic education by institutionalizing technology in learning, teaching, and services.

The distribution and deployment of the DepEd Computerization Program Packages for 2022-2024 is currently in progress. The winning suppliers will be responsible for delivering and maintaining the packages to the DepEd sites (Central Office, Regional Offices, Schools Division Offices, and Schools).

The following guidelines are hereby issued for the effective and efficient deployment/delivery of DepEd Computerization Program (DCP) Packages.

#### A. DCP DEPLOYMENT

The list of schools and their locations shall be based on the master list provided by the ICT Service.



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Doc. Ref. Code	OM-OUHR0D	Rev	00
Effectivity	03.23.23	Page	1 of 4



The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.

**B. DELIVERY DOCUMENTS**

1. Prior to the scheduled delivery to the DepEd sites (Central Office, Regional Offices, Schools Division Offices, and Schools), the supplier shall notify the DepEd's ICTS – Technology Infrastructure Division, Asset Management Division, Contract Management Division, and DepEd Regional and Division Supply Office on the schedule of delivery.
2. Upon delivery of goods to the DepEd sites:
  - The package can only be unloaded when authorized personnel (e.g. Supply Officer, etc.) and the CO/RO/SDO/School inspectorate team are present. If the Supply Officer is not present nor available during the arrival of the package at the DepEd site, the head of the office should appoint an alternate Supply Officer who will receive the DCP Packages;
  - The Supply Officer (or designated alternate) should check the delivered goods for quantity, physical form, and condition. If there are any defects, missing or broken parts, reject the items and return them to the supplier immediately. The supplier must replace them from their buffer stock or schedule separate deliveries. Only the Supply Officer (or designated alternate) may sign the Delivery Receipt.
  - The Inspection and Acceptance Report (IAR) shall only be signed by the CO/RO/SDO/School inspectorate team if the delivery complies with the requirements.
  - The acceptance portion of the Inspection and Acceptance Report (IAR) and the received portion of the Property Transfer Report (PTR) shall then be signed by the Supply Officer.
  - Please ensure that the packages are received, stored, and utilized properly.

**C. DCP PACKAGES DEPLOYMENT 2022**

<b>FY</b>	<b>PACKAGES</b>	<b>RECIPIENTS</b>	<b>CALENDAR DAYS</b>
2022	<b>Package 1 - e-Learning Cart</b>  • 46 Laptops • 1 Smart TV • 2 Charging /Storage Carts • 2 Wireless Routers • 1 External Hard Drive	Schools Division Offices (SDO) <ul style="list-style-type: none"> <li>• For regions CARAGA, IX, and XII the eLC will be delivered to the SDO which will deliver it to Schools.</li> </ul>	120
		Schools <ul style="list-style-type: none"> <li>• For the remaining regions the eLC packages will be delivered to schools.</li> </ul>	180

<b>Package 2 - Smart TV</b> <ul style="list-style-type: none"> <li>• 5 Smart TVs</li> <li>• 5 External Hard Drive</li> </ul>	<b>Schools Division Offices (SDO)</b> <ul style="list-style-type: none"> <li>• For regions CARAGA, IX, and XII the Smart TV will be delivered to schools</li> </ul>	120
	<b>Schools</b> <ul style="list-style-type: none"> <li>• The principal will select five (5) classrooms for installation of the Smart TV</li> <li>• The remaining regions of Smart TV package will be delivered to schools</li> </ul>	180
<b>Package 3 - Computers for Non-Teaching Personnel</b> <ul style="list-style-type: none"> <li>• 8 units per RO</li> <li>• 12 units per SDO</li> </ul>	<b>Central Office Personnel</b> <b>Regional Offices</b> *Allocated as follows: <ul style="list-style-type: none"> <li>• Regional Director</li> <li>• Assistant Regional Director</li> <li>• Regional Planning Officer</li> <li>• Regional IT Officer</li> <li>• Computer Programmer</li> <li>• Computer Maintenance Technologist</li> <li>• Two (2) DCP Trainers</li> </ul>	90
	<b>Schools Division Offices</b> *Allocated as follows: <ul style="list-style-type: none"> <li>• School Division Superintendent</li> <li>• Assistant School Division Superintendent</li> <li>• Division IT Officer</li> <li>• Division Planning Officer</li> <li>• Administrative Officer II</li> <li>• Two (2) DCP Trainers</li> <li>• The remaining units will be distributed at the discretion of the Schools Division Superintendent</li> </ul>	
<b>Package 4 - Laptop for Teaching</b> <ul style="list-style-type: none"> <li>• 5 laptops per school</li> </ul>	<b>Schools Division Offices (SDO)</b> <ul style="list-style-type: none"> <li>• The package will be delivered to the Schools Division Office</li> <li>• The SDO Offices will deliver the DCP Packages to School.</li> </ul>	120

		<p>Schools</p> <ul style="list-style-type: none"> <li>• The five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the Principal which can be utilized by all teachers</li> <li>• Priority will be given to Alternative Learning System (ALS) teachers</li> </ul>	120
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Please refer to the following link for the allocation list:

- e-Learning Cart and Smart TV 2022 Packages –  
<https://bit.ly/DCP2022-Rebid-RecipientSchools>  
<https://bit.ly/DCP2022-FinalAllocationList>
- Computers for Non-Teaching Personnel 2022  
[https://bit.ly/DCP\\_L4NT\\_2022\\_Allocation](https://bit.ly/DCP_L4NT_2022_Allocation)
- Laptop for Teaching 2022  
[https://bit.ly/DCP\\_L4T\\_2022\\_Allocation](https://bit.ly/DCP_L4T_2022_Allocation)

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Engr. Marvin M. Dela Cruz**, Information Technology Officer II, and **Mr. Alvin Salcedo** Information Technology Officer I through telephone numbers **8633-4103** or **8631-9636** and e-mail address at [marvin.delacruz002@deped.gov.ph](mailto:marvin.delacruz002@deped.gov.ph) / [alvin.salcedo002@deped.gov.ph](mailto:alvin.salcedo002@deped.gov.ph) / [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) copy                      furnish  
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For information and guidance. Thank you.