



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 July 2024

DIVISION MEMORANDUM

No. 489 s. 2024

DIVISION-WIDE TECHNICAL INSPECTION AND CONFIRMATION OF PS-DBM PROCURED LAPTOP COMPUTER FOR TEACHERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to Regional Memorandum Nos. 408 s. 2024 on the received communication from the Special Services Sector of the Commission on Audit (COA), the division-wide activity of technical inspection of Dell Latitude laptop units procured from the Procurement Section – Department of Budget Management (PS-DBM) shall be conducted on **JULY 26, 2024, Friday**, starting at **1:00 PM** at the **4th floor Malagonlong Hall of SDO Tayabas Main Building, Brgy. Potol, Tayabas City.**
2. The Special Audit Team (SAT) of COA will be conducting technical inspection of the Dell Latitude laptop units and **ACTUAL USERS/RECIPIENTS** are **MANDATORILY** present in this activity. Attached as **Annex "A"** in this memorandum is the inventory list of the laptop users. **NO substitute or proxy** shall be allowed unless provided with prior notice and justification letter addressed to the Schools Division Superintendent and Commission on Audit a day before the event. The Supply Officer II and Information Technology Officer I shall give priority to this activity and shall always be present at the venue.
3. All users are expected to be at the venue before 1:00 PM with their fully charged Dell Latitude laptop units and extension cords.
4. This memorandum shall serve as **travel order** for all listed in Annex "A" if needed. For additional information or clarifications, directly coordinate with the Ms. Joyce Anne P. Limbo, Supply Officer II.
5. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: Regional Memorandum Nos. 408 s. 2024
To be indicated in the Perpetual Index
under the following subjects:

COA

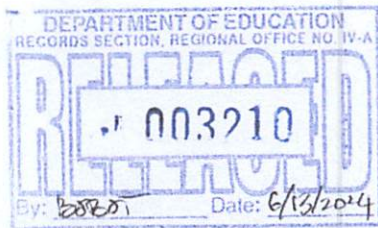
DELL LAPTOPS

OSDS-PSU/ division-wide technical inspection and confirmation of ps-dbm procured laptop computer for teachers
SUP30TF2-000109/July 22, 2024

ANNEX "A"

No.	Dell Latitude Laptop User	Office/School	Number of Units Issued
1	April Jean Songcaya	Dapdap Integrated School	1
2	Ariel Cabuyao	SDO Proper	1
3	Beatrice Salazar	Ipilan-Alitao Elementary School	1
4	Claribel Rada	Masin Elementary School	1
5	Desiree Carla Cruz	Rosario Quesada Integrated High School	1
6	Donnabelle Caagbay	Tayabas East Central School	1
7	Felisa Rosilla	Luis Palad Integrated High School	1
8	Feliza Nañez	Tayabas West Central School I	1
9	Ferex Zafranco	Malao-a/Calantas Elementary School	1
10	Francheska Winori Jane Zagala	Tayabas West Central School I	1
11	Frenalyne Tabernilla	Tayabas West Central School I	1
12	Jeanette Evangelista	South Palale Elementary School	1
13	Jerick Reyes	East Palale Elementary School	1
14	Jhenna Lean Lubiano	Buenaventura Alandy National High School	1
15	Joselito Anareta	Buenaventura Alandy National High School	1
16	Joy Liwayway Aguila	Kalumpang Elementary School	1
17	Juanito Domirez	Lakawan Elementary School	1
18	Juslyn Rose Sanchez	Potol Elementary School	1
19	Kaydeen Micka Oval	Ilasan Integrated School	1
20	Larvin Labrada	Alsam Integrated School	15
21	Loreto Pernia	ALS Lupa Hall	1

22	Loveday Alyssa Oabel	Tayabas West Central School I	1
23	Luisa Datario	SDO Proper	1
24	Ma. Theresa Eslacin	Tayabas East Central School	1
25	Maria Elizabeth Pastrana	Mayuwi Community School	1
26	Mila Rosa Pabularcon	South Palale Elementary School	1
27	Monica Cablaida	Tayabas East Central School	1
28	Neil Elaine Arriola	Buenaventura Alandy National High School	2
29	Proculo Nadres	Pandakaki Integrated School	1
30	Ronnie Rosales	West Palale National High School	1
31	Rosalie Salvan	West Palale National High School	1
32	Rosanna Piquero	Luis Palad Integrated High School	1
33	Rosemarie Morales	West Palale National High School	1
34	Sherwin Quesea	SDO Proper	1
35	Eldwin Saberola	SDO Proper	6



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Admin-RM-2024-408



10 June 2024

Regional Memorandum
No. 408 s. 2024

**TECHNICAL INSPECTION AND CONFIRMATION OF PS-DBM
PROCURED LAPTOP COMPUTERS FOR TEACHERS**

To : Schools Division Superintendent

1. Attached is the letter dated June 3, 2024, from the Special Services Sector-Fraud Audit Office of the Commission on Audit, with the information that the Special Audit Team will be conducting a technical inspection of the Dell latitude laptop units which were specifically procured for Public School Teachers by the Department of Education thru the Procurement Service – Department of Budget and Management using the Bayanihan Funds.
2. In this regard, the concerned Schools Division Office shall prepare the requested venue per Annex A of the abovementioned letter.
3. Attention is invited to the fourth paragraph thereof for the orderly conduct of the inspection.
4. For information, guidance and compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

ROA1



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Certificate No. PHP QMS
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Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

**SPECIAL SERVICES SECTOR
FRAUD AUDIT OFFICE**

June 3, 2024

ALBERTO T. ESCOBARTE
Regional Director
Department of Education
Regional Office No. IV-A
Karangalan Village, Cainta, Rizal

THRU : JOHN FERDINAND V. BALGUA
OIC-Regional Supervising Auditor
Commission on Audit
National Government Sector
Cluster 5 – Education and Employment

SUBJECT : Schedule of technical inspection and confirmation relative to the audit/investigation on the procurement of laptop computers for Public School Teachers by the Department of Education thru the Procurement Service - Department of Budget and Management using the Bayanihan Funds

Dear Sir:

Relative to the above subject, and as part of our audit procedures, the Special Audit Team (SAT) will be conducting a technical inspection of the Dell latitude laptop units.

To facilitate the said activity, we request your assistance in coordinating and setting the schedule and venue of the said activity with the concerned Department of Education employees/teachers.

Additionally, we also need a venue that can accommodate up to 40-50 people at a time, a strong wi-fi connection, and two printers.

Lastly, for an orderly conduct of inspection, we would like to request the following:

1. Schedule around 30-40 persons per hour, depending on the number of laptops to be inspected for the day.
2. The Supply Officer to prepare a tabulated attendance sheet which shall contain the name of recipients of laptops, actual user of the laptops, school or ALS district, serial number of the laptop, and blank columns for signature and remarks.
3. Certified True Copy of the Property Acknowledgment Receipt (PAR), Property Transfer Receipt (PTR), and Delivery and Acceptance Receipts of the Dell 3420 laptop units to be given to the SAT before the start of the inspection.
4. The actual user shall bring their fully charged Dell laptop for inspection and will answer a Questionnaire by scanning a QR Code using their personal cellular phones. The questions are related to the usage and functionality of the laptop.
5. The Supply Officer and Information Technologist shall answer a questionnaire related to their receipt of laptops, which shall be sworn before a member of the SAT.
6. Separate tables with queuing for the attendance, QR code scanning, inspection and saving. (Process flow attached as Annex "B")

The SAT requests to conduct the said activities in the SDOs indicated in Annex

A.

Thank you.


LAYDA LHOUP TALUCHO-CHAN

Co-Team Leader

Pursuant to COA Office Order No. 2023-138
dated February 6, 2023

REGION IV

Office/SDO		TOTAL	Prposed Inspection Date	Proposed Inspection Time	Proposed Venue	Remarks
QUEZON	433	578	July 23-24	8am-4pm	SDO Quezon	
LUCENA CITY	90		7/25/2024	8am-11am	SDO Lucena	
TAYABAS CITY	55		7/25/2024	11am-2pm	SDO Lucena	
SAN PABLO	149	861		8am-4pm	SDO Calamba City	SDO Lucena
CALAMBA CITY	156		7/26/2024	8am-4pm	SDO Calamba City	
LAGUNA	188		7/29/2024	8am-4pm	SDO Calamba City	
CABUYAO	112		7/30/2024	8am-12nn	SDO Calamba City	
BINAN	109			1pm-4pm	SDO Calamba City	
STA. ROSA CITY	147		7/31/2024	8am-2pm	SDO Calamba City	
LIPA CITY	157	360	August		SDO Lipa City	
BATANGAS CITY	151		August		SDO Lipa City	
TANAUAN	52		August		SDO Lipa City	
CAVITE PROVINCE	336	1,022	August		SDO Dasmarinas	
DASMARINAS CITY	149		August		SDO Dasmarinas	
BACOR CITY	137		August		SDO Dasmarinas	
IMUS CITY	136		August		SDO Dasmarinas	
CAVITE CITY	132		August		SDO Dasmarinas	
GENERAL TRIAS CITY	132		August		SDO Dasmarinas	
RIZAL	313	608	September		SDO Antipolo	
ANTIPOLO	270		September		SDO Antipolo	
RO IV- CALABARZON	25		September		SDO Antipolo	
UNACCOUNTED		801				
TOTAL		4,230				

*July 1-19 - palarong pambansa

Schedule for the SAT:

July 15 - Travel time going to Lucena

July 16 - inspection

July 17 - inspection

July 18 - inspection (8am-2pm)

- travel to Calamba (2pm)

July 19 - inspection

July 20-21 - weekend

July 22-24 - inspection

July 25 - inspection (8am-3pm)

- travel to Manila

ANNEX “B”

LAPTOP INSPECTION PROCESS

The Current Users of the laptops will attend the inspection as scheduled by the SDO concerned. In case the current user is unable to attend any of the scheduled dates, he/she may have a duly authorized representative bring his/her laptop on the venue for inspection. The current users shall bring their DepEd issued laptop, cellular phone (for answering the questionnaire) and DepEd ID.

The Inspection process has 4 steps as follows:

STEP 1. ATTENDANCE SIGNING: The current user/representative shall sign the attendance sheet on the area designated by the COA personnel therein. They shall check their names on the list including the serial number of their laptop, school or district, and sign on the appropriate column.

STEP 2. QR SCANNING: The users will be asked to scan a QR code (one per person), provided by the Special Audit Team (SAT). This QR code will give them access to the Questionnaire. The Questionnaire shall be answered only by the current users of the laptops. After answering all the questions on the said link, the users must click the “Submit” button at the bottom of the Questionnaire before closing the link and proceeding to the Printing Area.

STEP 3. INSPECTION OF THE LAPTOP: While the users are answering the questionnaires, they will be asked to proceed to the inspection area to have their laptops inspected. After the laptops are inspected, the users may proceed to the printing area if they have finished answering the Questionnaire. Representatives will not answer the Questionnaires as they have no personal knowledge of the functionality of the laptops, so after they are finished with the laptop inspection, they may leave the venue already.

STEP 4. SAVING: When the users are done answering the Questionnaire, they can be assisted in downloading their answers, or in the correction of any errors in their answers.