



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**DIVISION OF TAYABAS CITY**  
Tayabas City



**DIVISION MEMORANDUM NO. 168**

**TO : CHIEFS, CID AND SGOD  
HEADS, PUBLIC ELEM. AND SEC. SCHOOLS  
SCHOOL ICT COORDINATORS**

**FROM : CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

**SUBJECT : REQUESTING ASSISTANCE FOR THE RETRIEVAL OF DOCUMENTS  
RELATED TO THE PROCUREMENT OF VARIOUS EQUIPMENT  
UNDER DEPED COMPUTERIZATION PROGRAM**

**DATE : June 11, 2018**

Relative to the Memorandum issued by the Office of the Director IV, Information and Communications Technology Service dated June 6, 2018, Re: Requesting Assistance for the Retrieval of Documents Related to the Procurement of Various Equipment Under DepEd Computerization Program, all schools are advised to submit the following documents procured thru DBM-PS 2004-2015.

1. Delivery Receipts;
2. Property Transfer Reports (PTR) if available;
3. Inspection and Acceptance Reports (IAR)

Please submit the documents before June 15, 2018, hard copies to the SDO ICT Unit and softcopies (pdf format) via shared Google drive folder to school heads and ICT Coordinators' official email.

Attached herewith is the copy of the memorandum for other details.

Immediate and wide dissemination of this Memorandum is highly anticipated.

**ITO/ Requesting Assistance for the Retrieval of Documents Related to the Procurement of Various Equipment Under DepEd Computerization Program**  
**DM-168 /June 11, 2018**







Republika ng Pilipinas

## Kagawaran ng Edukasyon

Information and Communications Technology Service

### MEMORANDUM

06 June 2018

**For :** Regional Directors  
Schools Division Superintendents

**Attention:**

Regional and Division Supply Officers  
Regional and Division IT Officers  
Principals and School Heads

**From :**   
ABRAM Y. C. ABANIL  
Director IV

**Subject :** Requesting Assistance for the Retrieval of Documents related to the Procurement of Various Equipment Under DepEd Computerization Program (DCP)

The DepEd Central Office is in the process of reconciling the procured ICT equipment thru DBM-PS due to the Audit Observation Memorandum (AOM) dated May 15, 2018 that some ICT equipment procured made thru DBM-PS in 2004 – 2015 are not recorded in the DepEd Book of Accounts.

In this regard, the ICTS would like to request the assistance of IT Officers to retrieve all documents related to the procurement of various equipment under DepEd Computerization Program (DCP) as follows:

- a. Delivery Receipts;
- b. Property Transfer Reports (PTR) if available; and
- c. Inspection and Acceptance Reports (IAR)

Please submit the necessary documents on or before June 15, 2018.

A. For more information on these matter, please direct concerns to:

**ENGR. OFELIA L. ALGO**

Supervising Administrative Officer

Officer-In-Charge, Technology Infrastructure Division  
Information and Communications Technology Service

Phone Nos: +632.6332363 / +63.9088782413

Email: [dcp.recipients@deped.gov.ph](mailto:dcp.recipients@deped.gov.ph)

**Office of the Director**

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