



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talpan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Public Schools District Supervisors  
Concerned Elementary and Secondary Schools Principals/School Heads,  
District/School Elementary, Secondary and Senior High School ICT Coordinators  
And Property Custodians

**FROM:**  **MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**SUBJECT:** SUBMISSION OF DEPED COMPUTERIZATION PROGRAM (DCP) PACKAGE  
DELIVERY DOCUMENTS

**DATE :** MARCH 6, 2019

To facilitate the monitoring and reconciliation of deliveries of equipment procured by DepEd Central Office particularly in DCP Packages, the School Heads of the recipient schools are advised to submit the following documents to the District Property Custodian on or before March 13, 2019 in two (2) copies:

- a. Delivery Receipts
- b. DCP Training Checklist
- c. Inspection and Acceptance Report
- d. Property Transfer Report

The PSDS together with the District Property Custodian shall check the completeness of the documents including the summary form of the DCP documents of schools per batch and per requirements. (See Enclosure 1 for the format)

Submission to the Division Property and Supply Office is on or before **March 15, 2019**.


Please see Enclosure 2 for the total number of DCP Recipients from Batch 1-44 and for the complete lists of Schools Recipients please see this link below:

<http://tinyurl.com/DCPRecipients>

Immediate dissemination and strict compliance to this Memorandum is desired.

Supjos03/06/2019  
DEPEDQUEZON-TM-SDS-04-010-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No: 09175824629

	
DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	3-6-19
By:	Gilan
Ref. no.	Um 887



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

## Enclosure 1: SUMMARY OF DCP DOCUMENTS SUBMITTED

NAME OF DISTRICT: \_\_\_\_\_

*Please put check if the following requirements are submitted:*

<u>NAME OF SCHOOL</u>	<u>BATCH NO.</u>	<u>DELIVERY RECEIPT</u>	<u>DCP TRAINING CHECKLIST</u>	<u>INSPECTION AND ACCEPTANCE REPORT</u>	<u>PROPERTY TRANSFER REPORT</u>

DEPEDQUEZON-TM-SDS-04-010-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No: 09175824629



This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

## Enclosure 2

### LIST OF DCP EQUIPMENT DEPLOYED BY DEPED As of February 2019

BATCH NO.	TOTAL NUMBER OF RECIPIENT SCHOOLS (Please see the link for the complete list of schools recipients)
BATCH 44	10
BATCH 42	33
BATCH 41	9
BATCH 40	57
BATCH 38	11
BATCH 36	153
BATCH 35	20
BATCH 34	61
BATCH 33	104
BATCH 31	2
BATCH 30	60
BATCH 29	670
BATCH 27	33
BATCH 26	365
BATCH 25	21
BATCH 24	22
BATCH 19	83
BATCH 18	6
BATCH 16	69
BATCH 14	71
BATCH 13	18
BATCH 7	56
BATCH 5	4
BATCH 4	6
BATCH 2	9
BATCH 1	5

DEPEDQUEZON-TM-SDS-04-010-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No: 09175824629



This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.