



Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

August 28, 2020


DIVISION MEMORANDUM
 DM No. 229, s. 2020

**DEPED COMPUTERIZATION PROGRAM FOR ELEMENTARY BATCH 2019-01,
 SECONDARY BATCH 2019-02 and 2019-03 ICT PACKAGES**

To: Public School District Supervisors, Public Elementary/Secondary School Principals,
 District/School ICT Coordinators, District/School Property Custodian and All Others Concerned

1. In reference to the DepEd Memorandum of the Department of Education through Information and Communications Technology (ICTS), this Division instruct the recipient schools to conduct readiness assessment to ensure that recipient schools are capable of receiving the IT equipment of Batch 2019-01, 2019-02, 2019-03 known as ICT Packages for Elementary and Secondary Schools.
2. The recipient schools are advise to prepare their counterpart requirements using the enclosed school readiness checklist form and must follow the schedule below:

Activity	Person In-Charge	Inclusive Date/s
Accomplishment of School Readiness Checklist	School Heads with School ICT Coordinator	Sept. 2-4, 2020
Submission of the School Readiness Checklist in the District Office	School Head	Sept. 7, 2020
District Validation of Readiness Checklist	District Supervisor and/or District ICT Coordinator	Sept 8-10, 2020
Uploading of the Accomplished School Readiness Checklist	School Head	Sept. 11, 2020



DEPED - QUEZON
 ICT UNIT
 U P L O A D E D
 Date/Time: AUG 28, 2020
 By: Cristell 3:10 PM
 Ref. No.: DM 229, s. 2020

3. The School Head must fully accomplish and submit the Readiness Checklist to the District Office. The Public Schools District Supervisors together with District ICT Coordinator shall check and validate the readiness of the recipient school in any form of communication means and the PSDS

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must affix their signature and the date on the right side of the Name and Signature of Division IT Officer.

4. The accomplished forms stated in Enclosure 3 shall submit and uploaded thru this link:

<https://tinyurl.com/DCPBATCH2019VALIDATION>

5. In any case that the school listed cannot comply to the readiness or can't accept the package due to sound reasons, the school must provide a waiver letter address to Schools Division Superintendent thru Division IT Officer signed by the School Head.

<https://tinyurl.com/DCPBATCH2019WAIVER>

6. Enclosed are the following documents for reference:

- Enclosure 1a – List of DCP Elementary Batch 2019-01
- Enclosure 1b – List of DCP Secondary Batch 2019-02
- Enclosure 1c – List of DCP Secondary Batch 2019-03
- Enclosure 2 – DCP Package Inclusion
- Enclosure 3 – School Readiness Checklist Form
- Enclosure 4 – DCP Counterpart Requirements
- Enclosure 5a – Suggested E-Classroom Layout for Elementary DCP Batch 2019-01 and Secondary DCP Batch 2019-03
- Enclosure 5b – Suggested E-Classroom Layout for Secondary DCP Batch 2019-02
- Enclosure 6 – Training Checklist
- Enclosure 7a – Inspection and Acceptance Report Batch 2019-01 (Specification included)
- Enclosure 7b – Inspection and Acceptance Report Batch 2019-02 (Specification included)
- Enclosure 7c – Inspection and Acceptance Report Batch 2019-03 (Specification included)
- Enclosure 8 – Guidelines for Deployment, Delivery, Receiving and After Sales Support
- Enclosure 9 – Memorandum on Adoption of Tight Security Measures to Avoid Pilferage of Computer Items and their Accessories.

7. Immediate and wide dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR., Ed. D.
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

ictwbp08/28/2020

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Enclosure 1a:

**DCP BATCH 2019-01 RECIPIENTS
(Elementary)**

No.	District	School ID	School Name	Batch 2019-01
1	Candelaria East	108619	Malabanban Norte ES	1
2	Catanauan II	108659	San Isidro ES	1
3	Mauban South	165006	Mauban South CES II	1
4	Pagbilao II	500862	Binahaan Integrated School	1
5	Pagbilao II	108967	Malicboy East ES	1
6	Sariaya East	109161	Canda ES	1
7	Sariaya West	109187	Manggalang I ES	1

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Enclosure 1b:

**DCP BATCH 2019-02 RECIPIENTS
(Secondary)**

No.	District	School ID	School Name	Batch 2019-02	Remarks
1	Candelaria East	308019	Dr. Panfilo Castro NHS	1	Replacement of Batch 36 last 2018
2	General Nakar II	301362	Paaralang Sekundarya ng Hen. Nakar – Maligaya Ext.	1	
3	Guinayangan North	301342	Aloneros NHS	1	
4	Lopez West	301346	Cogorin Ibaba NHS Extension	1	
5	Lopez West	301388	Dao NHS	1	
6	Lopez West	301387	Ilayang Ilog A	1	
7	Lopez West	301352	Pisipis NHS (formerly Magallanes NHS)	1	
8	Padre Burgos	308023	Danlagan NHS (formerly Hinguiwin Ibaba NHS)	1	
9	Panukulan	301397	Calasumanga NHS (formerly San Juan NHS – Calasumanga Ext)	1	
10	San Andres	308024	Camflora NHS (Annex)	1	
11	Mulanay II	301283	Magsaysay NHS (formerly Ajos NHS Magsaysay)	1	

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Enclosure 1c:

**DCP BATCH 2019-03 RECIPIENTS
(Secondary)**

No.	District	School ID	School Name	Batch
				2019-03
1	Agdangan	301321	Elias A. Salvador NHS	1
2	Atimonan I	301286	Atimonan NCHS	1
3	Atimonan I	301357	Malusak NHS	1
4	Buenavista I	301296	Buenavista NHS	1
5	Buenavista I	308014	Cabong NHS	1
6	Buenavista II	308006	Hagonghong Integrated IS	1
7	Buenavista II	308008	Maligaya NHS	1
8	Burdeos	301334	Burdeos NHS (Judith NHS)	1
9	Burdeos	301335	Bonifacio NHS	1
10	Calauag East	301341	Lamon Bay SOF Annex – Capaluhan, Calauag	1
11	Calauag East	308022	Rufina P. Trinidad Memorial NHS	1
12	Calauag East	301402	San Roque-Ilaya NHS	1
13	Calauag West	308027	Ananias A. Diamante Integrated NHS (formerly Dr. Arsenio C. Nicolas NHS Dominlog Ext.)	1
14	Calauag West	308017	Apad NHS (formerly Sto. Domingo NHS – Apad Ext. Classes)	1
15	Calauag West	301291	Bantulinao IS	1
16	Calauag West	301304	Calauag NHS	1
17	Calauag West	308021	Dr. Arsenio C. Nicolas NHS	1
18	Calauag West	301339	Lagay NHS	1
19	Calauag West	308011	Sto. Angel NHS	1
20	Calauag West	301404	Sto. Domingo NHS	1
21	Calauag West	308013	Villa San Isidro NHS	1
22	Candelaria East	308016	Dolores Macasaet NHS	1
23	Candelaria East	308019	Dr. Panfilo Castro NHS (formerly Bukal Sur NHS – Mangilag Annex)	1

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No.	District	School ID	School Name	Batch
				2019-03
24	Candelaria East	301403	Sta. Catalina NHS	1
25	Candelaria West	301297	Bukal Sur NHS	1
26	Candelaria West	308040	Dr. Panfilo Castro NHS – Masalukot I Annex	1
27	Catanauan I	308025	San Jose NHS (formerly Tagbacan Ilaya Integrated Sec. Ext Classes)	1
28	Catanauan I	301401	San Roque NHS	1
29	Catanauan I	301312	Tagbacan NHS (formerly Tagbacan Ilaya IS)	1
30	Catanauan II	301311	Doongan Ilaya NHS	1
31	Catanauan II	308001	Matandang Sabang NHS	1
32	Catanauan II	301391	San Isidro NHS	1
33	Catanauan II	308010	San Vicente Kanluran NHS	1
34	Catanauan II	301392	Tagabas Ibaba NHS (formerly San Isidro NHS – Tagabas Ibaba Ext.)	1
35	Dolores	301317	Dagatan NHS	1
36	Dolores	301318	Sta. Lucia NHS (formerly Dagatan NHS Annex – Sta. Lucia)	1
37	General Luna	301354	Malaya NHS	1
38	General Luna	301393	San Isidro NHS, General Luna	1
39	General Nakar I	301292	Batangan NHS	1
40	General Nakar II	301361	Paaralang Sekundarya ng General Nakar	1
41	General Nakar II	301362	Paaralang Sekundarya ng General Nakar – Maligaya Extension	1
42	General Nakar II	301363	Paaralang Sekundarya ng General Nakar – Umiray Extension	1
43	Guinayangan North	301342	Alonores NHS(formerly LBS of Fisheries Ext. Aloneros)	1
44	Guinayangan North	301323	Guinayangan NHS	1
45	Guinayangan North	301324	Sta. Cruz NHS	1
46	Guinayangan South	301320	Dungawan NHS	1
47	Guinayangan South	301359	Nabangka NHS	1
48	Gumaca East	301290	Bantad NHS	1
49	Gumaca East	301307	Camohaguin NHS	1
50	Gumaca East	301340	Lamon Bay SOF – Main Gumaca	1
51	Gumaca East	301372	Panikihan NHS	1
52	Gumaca West	500444	Gumaca IS	1

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				2019-03
53	Gumaca West	301325	Gumaca NHS	1
54	Infanta	500028	Binulusan IS	1
55	Infanta	301332	Infanta NHS	1
56	Infanta	301343	Langgas NHS	1
57	Infanta	301410	Tongohin NHS	1
58	Jomalig	301333	Jomalig NHS	1
59	Lopez East	301351	Magallanes NHS	1
60	Lopez East	308009	Pamampangin NHS	1
61	Lopez East	308048	Sta. Catalina NHS (formerly Magallanes NHS – Sta. Catalina Extension)	1
62	Lopez East	301389	Sto. Niño Ilaya NHS (formerly San Francisco B NHS Sto. Niño Ilaya Ext.)	1
63	Lopez East	301353	Veronica NHS (formerly Magallanes NHS Veronica Extension)	1
64	Lopez West	301346	Cogorin Ibaba NHS (formerly Lopez NCHS – Cogorin Ibaba Extension)	1
65	Lopez West	301388	Dao NHS (formerly San Francisco B NHS – San Miguel Dao II Ext)	1
66	Lopez West	301328	Guites NHS	1
67	Lopez West	301327	Hondagua NHS	1
68	Lopez West	301387	Ilayang Ilog A-NHS (formerly San Francisco B NHS Ilayang Ilog A Ext.	1
69	Lopez West	308042	Jongo NHS (formerly Cogorin Ibaba NHS – Jongo Extension)	1
70	Lopez West	301345	Lopez National Comprehensive HS	1
71	Lopez West	301352	Pisipis NHS (formerly Magallanes NHS Pisipis Extension)	1
72	Lopez West	301386	San Francisco B NHS	1
73	Lucban	301366	Nagsinamo NHS	1
74	Lucban	301364	Paaralang Sekundarya ng Lucban	1
75	Macalelon	301303	Calantas NHS	1
76	Macalelon	301360	Olongtao NHS	1
77	Mauban North	308007	Liwayway NHS	1
78	Mauban North	301350	Manuel S. Enverga Memorial School of Arts and Trade	1
79	Mauban South	301301	Cagbalete Island NHS	1
80	Mauban South	308005	Cagsiay I NHS	1

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81	Mauban South	308015	Cagsiy III – Cagsiy I NHS Ext.	1
82	Mauban South	301319	Dr. Maria D Pastrana NHS	1
83	Mulanay I	301288	Bagupaye NHS	1
84	Mulanay I	301295	Bondoc Peninsula Agri HS	1
85	Mulanay II	301373	Dona Francisca Alvarez Rejano IS (formerly Patabog NHS)	1
86	Mulanay II	301329	Ilayang Yuni NHS	1
87	Mulanay II	301283	Magsaysay NHS (formerly Ajos NHS – Magsaysay Extension)	1
88	Mulanay II	301330	Pakiing NHS	1
89	Padre Burgos	308023	Danlagan NHS (formerly Kinagunan Ibaba NHS Ext Classes)	1
90	Padre Burgos	301326	Hinguiwin NHS	1
91	Padre Burgos	301337	Lina Gayaeta – Lasquety NHS (formerly Kinagunan Ibaba NHS)	1
92	Padre Burgos	301394	San Isidro NHS, Padre Burgos	1
93	Pagbilao I	308004	Pagbilao NHS	1
94	Pagbilao I	301407	Talipan NHS	1
95	Pagbilao II	301367	Pagbilao Grande Island NHS	1
96	Pagbilao II	308030	Silangang Malicboy NHS	1
97	Panukulan	308029	Bonbon NHS	1
98	Panukulan	301397	Calasumanga NHS (formerly San Juan NHS – Calasumanga Ext.)	1
99	Panukulan	301396	Panukulan NHS (formerly San Juan NHS)	1
100	Panukulan	301344	Libo NHS	1
101	Patnanungan	308028	Busdak NHS (formerly Busdak NHS-Patnanungan NHS Annex)	1
102	Patnanungan	301374	Patnanungan NHS	1
103	Perez	301375	Perez NHS	1
104	Pitogo	301285	Amontay NHS	1
105	Pitogo	301300	Cabulihan NHS	1
106	Pitogo	301376	Pitogo Community HS	1
107	Plaridel	301316	Concepcion NHS	1
108	Polilio	301378	Balesin IS (formerly Polilio NHS Extension)	1
109	Polilio	301377	Polilio NHS	1

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				2019-03
110	Polilio	301382	Sabang NHS	1
111	Polilio	301408	Taluong NHS	1
112	Quezon	301314	Cesar C. Tan Memorial NHS	1
113	Quezon	301313	Evaristo R. Macalintal MNHS (formerly Cometa NHS)	1
114	Quezon	301365	Joel B. Arquiza NHS	1
115	Quezon	301315	Pablo Maningas NHS	1
116	Real	308026	Lubayat NHS (formerly Ungos NHS – Lubayat Extension Class)	1
117	Real	301412	Ungos NHS	1
118	Real	301413	Ungos NHS Extension Liavac	1
119	Sampaloc	301384	Sampaloc NHS, Sampaloc	1
120	San Andres	301306	Camflora NHS	1
121	San Andres	308024	Camflora NHS (Annex)	1
122	San Antonio	301305	Callejon NHS	1
123	San Antonio	301385	San Antonio NHS	1
124	San Francisco I	301390	Marcial B. Villanueva NHS (formerly San Francisco NHS)	1
125	San Francisco I	301309	Casay NHS	1
126	San Francisco I	301298	Dr. Vivencio M. Marquez NHS (formerly Busdak NHS)	1
127	San Francisco I	308044	Huyon-Uyon NHS	1
128	San Francisco I	301409	Jacinto G. Esplana NHS	1
129	San Francisco I	308003	Sto. Niño NHS (formerly Pagsangahan NHS Ext. Sto. Niño)	1
130	San Francisco II	308034	Butanguiad NHS	1
131	San Francisco II	308039	Lualhati D. Edano NHS	1
132	San Francisco II	301379	Pugon NHS	1
133	San Francisco II	301368	Renato Edaño Vivencio NHS (formerly Pagsangahan NHS – Don Juan Vercelos Annex)	1
134	San Narciso I	301399	Godofredo M. Tan Memorial School of Arts and Trades (formerly San Narciso Voc.)	1
135	San Narciso I	301322	Gregorio Reyes NHS	1
136	San Narciso I	308031	White Cliff NHS	1
137	San Narciso II	301280	Abuyon NHS	1

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				2019-03
138	Sariaya East	301308	Canda NHS	1
139	Sariaya East	308041	Castañas NHS	1
140	Sariaya East	308032	Pili NHS (formerly Lutucan NHS Pili Ext.)	1
141	Sariaya West	308043	Bignay NHS	1
142	Sariaya West	308020	Gov. Anacleto C. Alcala NHS	1
143	Sariaya West	301349	Lutucan NHS	1
144	Tagkawayan I	308038	Cabibihan NHS	1
145	Tagkawayan I	301338	Kinatakutan NHS	1
146	Tagkawayan I	301395	San Isidro NHS, Tagkawayan	1
147	Tagkawayan I	301398	Sanmandelcar NHS	1
148	Tagkawayan I	301406	Tagkawayan NHS	1
149	Tagkawayan II	301287	Bagong Silang NHS	1
150	Tagkawayan II	301289	Bamban NHS	1
151	Tagkawayan II	301336	Katimo NHS	1
152	Tagkawayan II	308045	Mansilay NHS	1
153	Tagkawayan II	308002	Mapulot NHS	1
154	Tayabas City	308036	Quezon Science HS	1
155	Tiaong I	308012	Gloria Umali NHS	1
156	Tiaong I	301380	Recto MNHS	1
157	Tiaong II	301299	Cabay NHS	1
158	Tiaong II	301348	Lusacan NHS	1
159	Tiaong II	301370	Paiisa NHS	1
160	Unisan	301414	Unisan NHS	1
161	Unisan	301371	Leonarda D. Vera Cruz NHS (formerly Panaon NHS)	1

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Enclosure 2:

DEPED COMPUTERIZATION PROGRAM PACKAGE INCLUSION

DCP Budget - Batch	SCHOOL RECIPIENTS	NO. OF SCHOOL RECIPIENTS	TYPE	PACKAGE INCLUSION
2019-01	Elementary Grade 4-6	10	ICT Package	<ul style="list-style-type: none">• 50 units 2 in 1 Tablet PC• 1 Laptop• 1 Smart TV• 1 Wireless Router• 2 Charging Cart• 3 in 1 Multifunction Inkjet Printer
2019-02	Secondary Grade 7-12	11	ICT Package	<ul style="list-style-type: none">• 50 units Laptop• 1 host laptop• 1 Smart TV• 1 Wireless Router• 2 Charging Cart• 3 in 1 Multifunction Inkjet Printer
2019-03	Secondary SHS Grade 11-12	161	E-Textbooks	<ul style="list-style-type: none">• 50 units 2 in 1 Tablet PC• 1 Laptop• 1 Wireless Router• 2 Charging Cart

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Enclosure No. 3 – School Readiness Checklist

Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
 Pasig City, Philippines

SCHOOL ID: _____ **NAME OF SCHOOL:** _____

Classification (if recipient pls. check):

- Main
 Annex
 Annex A
 Annex B
 Campus A
 Campus B
 Campus C

Region: _____ Province: _____ District: _____ City/Municipality: _____

Division: _____ Superintendent: _____

Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

School Property Custodian: _____ Contact No.: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. 50 pieces (HS)/ 40 pieces (ES) mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____

Based on the assessment above, the school is:

- Ready All criteria (1-9) were satisfactorily met
 Partially Ready Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
 Not Ready At least one of critical 1-6 is not met

RECOMMENDATIONS:

ASSESSED BY:

CONCURRED BY:

(Name and signature of Division IT Officer)

(Name and signature of School Head)



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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 4:

DCP COUNTERPART REQUIREMENTS

BATCH 2019-02	BATCH 2019-01 and BATCH 2019-03
PERMANENT Multimedia Classroom Ready to house	PERMANENT Multimedia Classroom Ready to house
Computer Tables	Arm Chairs
Mono Chairs	Air-condition OR at least two (2) Electric Fans
Air-condition OR at least two (2) Electric Fans	Sufficient Lighting
Sufficient Lighting	Windows and Doors with standard iron grills
Windows and Doors with Standard Iron Grills	Proper Electrical Wirings with Circuit Breaker and Proper Electrical Grounding
Proper Electrical Wirings with Circuit Breaker and Proper Electrical Grounding	Engaging the assistance of Barangay Officials for security mechanism
Engaging the assistance of Barangay Officials for security mechanism	

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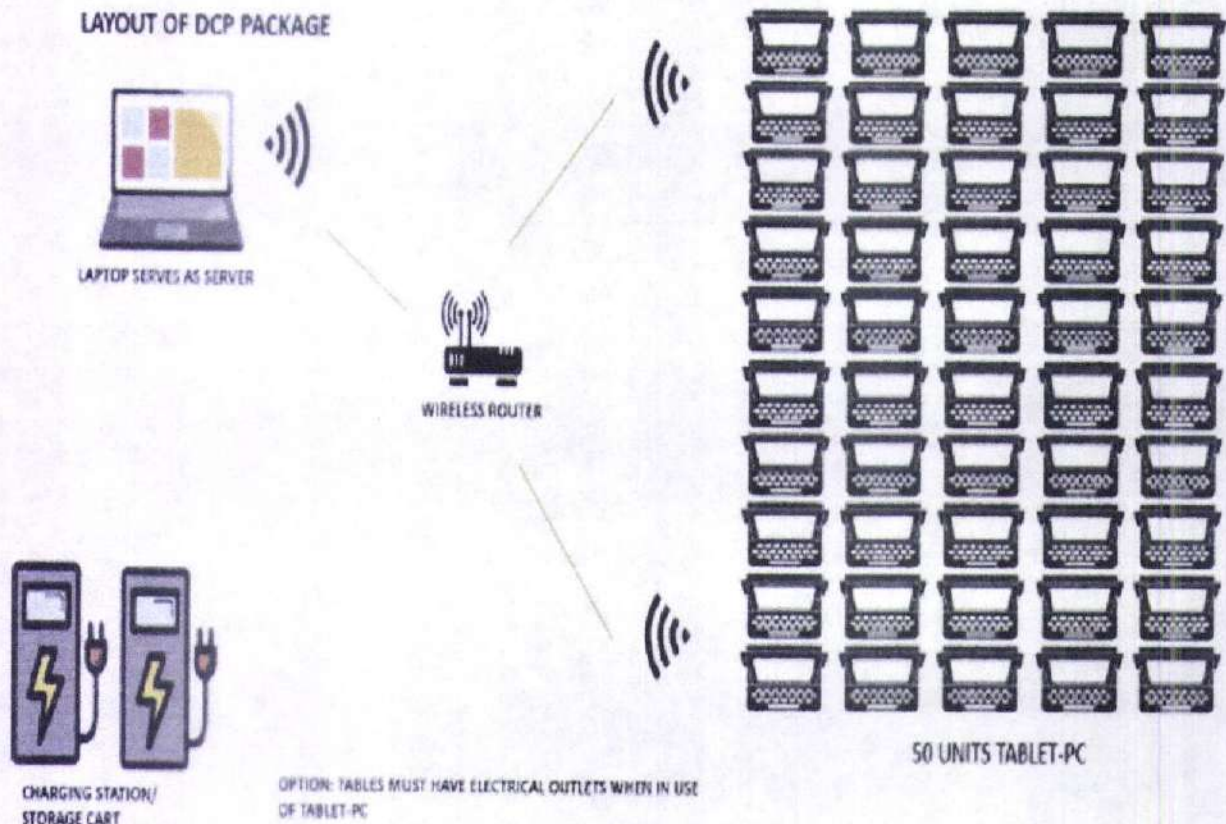




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 5a:

**SUGGESTED E-CLASSROOM LAYOUT
FOR
ELEMENTARY BATCH 2019-01 AND SECONDARY BATCH 2019-03**



DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

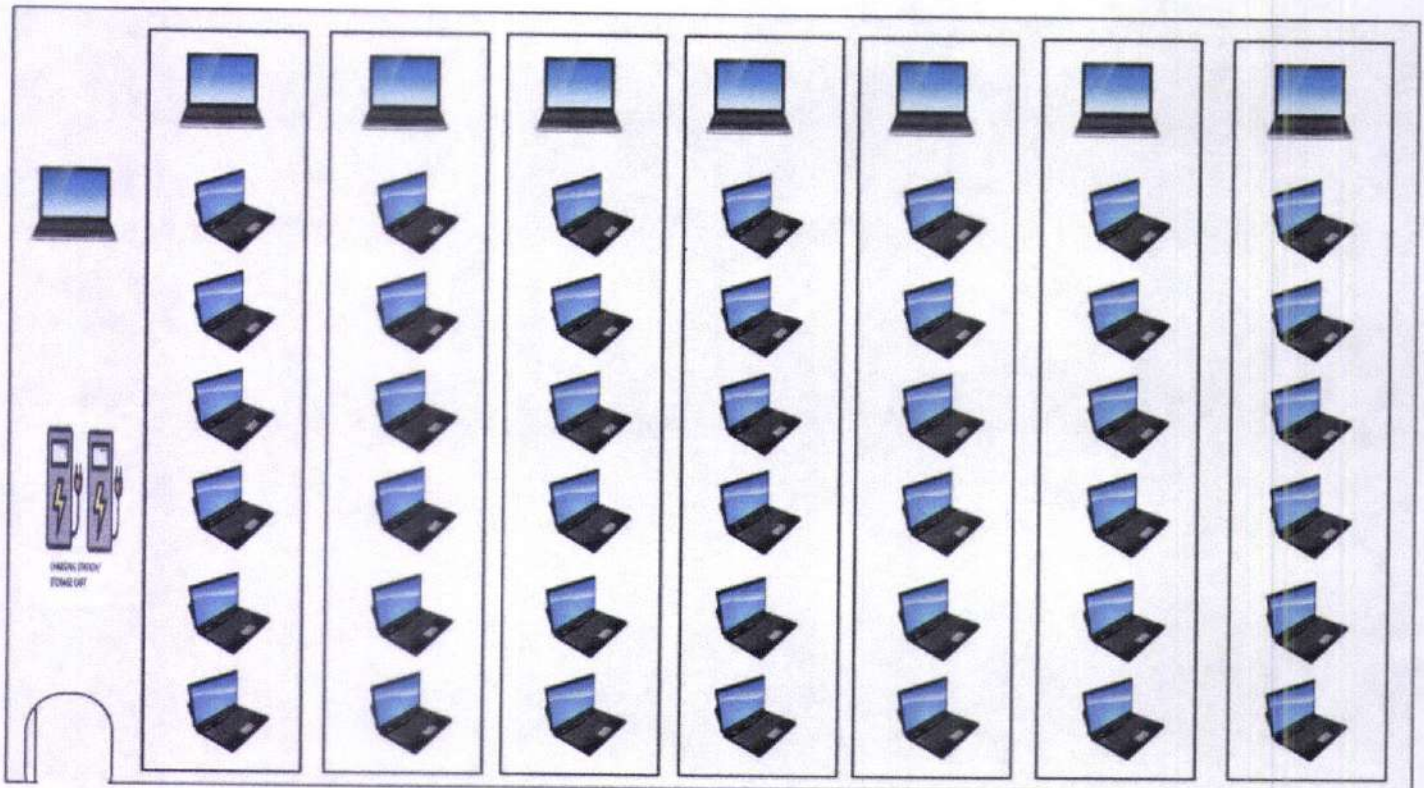




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 5b:

**SUGGESTED E-CLASSROOM LAYOUT
FOR
SECONDARY BATCH 2019-02**



DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





Republic of the Philippines
DEPARTMENT OF EDUCATION



Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP

- 1. Batch 2019-01:G4-6 ICT Package
- 2. Batch 2019-02:JHS/SHS ICT Package
- 3. Batch 2019-03: E-textbooks

TRAINING CHECKLIST

Name of School: _____ Date of Training: _____
 School ID: _____ Duration of Training: _____ hour(s)

DCP Batch No.: 2019-01 2019-02 2019-03
 Type of Training Conducted:
 Orientation Only
 Computer Aided Instruction Only
 Face to Face Lecture and Hands-on

1. User1: Name (in Print): _____ Signature: _____
 2. User2: Name (in Print): _____ Signature: _____
 3. User3: Name (in Print): _____ Signature: _____

Please check () the appropriate box for topics taken and put (X) for topics taken or (N/A) for items which is not included on this batch.

TRAINING COURSE / DURATION	PARTICULARS	✓ or X or N/A
I. Equipment components and functionalities (60 minutes)	2-in-1 Tablet PC Host Laptop Laptop Wireless Router Smart TV 3-in-1 Printer Charging Cart	
II. Proper installation and configuration of equipment	<u>Setting up 2-in-1 Tablet</u> • Basic Info • Buttons functions	

<p><i>(60 minutes)</i></p>	<ul style="list-style-type: none"> • Attached and Detached Tablet to Keyboard 	
	<ul style="list-style-type: none"> • Wireless Connection 	
	<ul style="list-style-type: none"> • Turning On/Off 	
	<ul style="list-style-type: none"> • Connect and access files from the Host Laptop via Wireless Router 	
	<p><u>Setting up Laptop</u></p>	
	<ul style="list-style-type: none"> • Basic Info 	
	<ul style="list-style-type: none"> • Laptop Ports Usage 	
	<ul style="list-style-type: none"> • Storage Device 	
	<ul style="list-style-type: none"> • Connect and access files from the Host Laptop via Wireless Router 	
	<p><u>Setting up wireless Router</u></p>	
	<ul style="list-style-type: none"> • Setting up the tablet to connect to the wireless Router 	
	<ul style="list-style-type: none"> • Setting up the Laptop to connect to the wireless Router 	
	<ul style="list-style-type: none"> • Setting up the Standalone PC to connect to the wireless Router 	
	<p><u>Setting up Smart TV</u></p>	
	<ul style="list-style-type: none"> • Basic Info 	
	<ul style="list-style-type: none"> • TV Ports Usage 	
	<ul style="list-style-type: none"> • Connection via HDMI cable; or Connection via antenna cable, or other possible connections (if available in the school) 	
	<ul style="list-style-type: none"> • How to connect the TV to a network 	
	<ul style="list-style-type: none"> • How to connect Laptop and mobile devices 	
	<ul style="list-style-type: none"> • Connecting an audio/video device • (if available in the school) 	
	<p><u>Setting up Printer</u></p>	
	<ul style="list-style-type: none"> • Loading Paper • Turning On/Off 	
	<p><u>Charging Cart</u></p>	
<ul style="list-style-type: none"> • Secure, Organize & Charge 2-in-1 Tablet PCs in the Charging Carts 		
<ul style="list-style-type: none"> • Secure, Organize & Charge Laptops in the Charging Carts 		
<p>III. Hands-on Troubleshooting & System Restoration/Backup</p> <p><i>(30 minutes)</i></p>	<ul style="list-style-type: none"> • How to install and set up Operating System (OS), software, Anti-Virus, and necessary drivers to run the PC 	
	<ul style="list-style-type: none"> • How to format, backup and recover data in the hard disk using the recovery disk and one touch recovery function 	
	<ul style="list-style-type: none"> • How to update Operating System (OS) and Antivirus software 	

	<ul style="list-style-type: none"> • How to perform preventive maintenance • How to upgrade and replace the hard disk, memory, CD-ROM and other computer peripherals 	
IV. Equipment warranty and technical support procedures (30 minutes)	<ul style="list-style-type: none"> • Steps and procedures for hardware or software failure or malfunctions reporting using the helpdesk 	
	<ul style="list-style-type: none"> • Orientation on the scope of warranties and procedures of the after sales support 	

Note: Duration of training is three (3) hours

Conducted by:

Certified Correct by:

Name & Signature of Trainer
Coordinator

Name & Signature of School Head/ School ICT

Training Provider

Contact Number/s

TRAINING REQUIREMENTS

- Training stated above shall be provided for at least two (2) teachers from each recipient school.
- Attendees must include the school's designated ICT Coordinator, Division IT Official or ICT Coordinator.
- Training manuals in hardcopies or soft copies (in DVD) shall be provided per recipient school.
- Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
- Training checklist will be signed by the participants after completing the required hours of training.



INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____

Fund Cluster : _____

Supplier : <u>GIRI/TEKI INC.</u> PO No./Date : <u>2019-10-ICTS(001&002)-BII-CB-023-C062 / 12/27/2019</u> LOT 3 : REGION/S IV-A & IV-B Requisitioning Office/Dept : <u>Information and Communications Technology Service (ICTS).</u> School ID : _____ School Name: _____	IAR No. : _____ Date : _____ Invoice No. : _____ Date : _____
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Stock/Property No.	Description	Unit	Quantity
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PROJECT: Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP

Batch 2019-01 : G4-6 ICT Package

Item No. 1	2-in-1 Tablet PC Brand / Model : COBY NBPC1078 Unit Cost : P11,763.11 Convertible or Detachable Keyboard, Cherry Trail, Z8350 Quadcore 1.44 GHz to 1.92 GHz, Minimum 4GB DDR3, Screen Size: 10.1" IPS, Resolution: 1920x1200 Full HD, IPS Technology, Internal: 64 GB EMMC, External: Support SDHC/SDXC up to 128GB, 6Ω/1W Speaker x 2 Built-in Speakers, ϕ 3.5mm standard headphone jack, Camera: Built-in, 2.0 MP Rear and Front Connectivity: Wireless LAN 802.11 b/g/n/ac, Bluetooth 4.0, Ports: 1x USB 3.0 Type C, 1x USB 3.0 and 1 x USB 2.0 Micro, 1x micro SD, 1x Combo Audio Jack, 1x HDMI/Micro HDMI Keyboard: US English Layout, Standard Size, Mouse: Optical, Wireless, Headset: Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd) Other applications to be provided by DepEd.	PCS	50
Item No. 2	LAPTOP Brand / Model : COBY NBPC1958 Unit Cost : P27,892.05 AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD +/-RW (SATA), 6Ω/1W Speaker x 2 Built-in Speakers, ϕ 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g/n/ac, Bluetooth Ports: 1x USB - C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd). Other applications to be provided by DepEd.	PCS	1
Item No. 3	SMART TV Brand / Model : COBY STV5578 Unit Cost : P25,037.85 Resolution: 3840 x 2160, Type: LED or OLED, Size: Min. 55", Connectivity: 2 USB ver. 2.0 and 3.0, 3 HDMI, Ethernet, Bluetooth 5.0, Wi-Fi Support, Component and Composite Video, Android 9.0, Auto Volt / Auto Sensing Frequency, All Deliveries must come with Owner's Manual, Remote Control with Battery's, Wall Mounting Kit, Meter HDMI Cable	PCS	1
Item No. 4	WIRELESS ROUTER Brand / Model : TP-LINK ARCHER C9 Unit Cost : P2,115.19 Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, 2.4 and 5 GHz (simultaneous dual band), Ports:1x Gigabit WAN port; 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power , Wireless Encryption Up to 128-bit encryption, Operation Modes At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Configuration Setup Browser-based Setup, GUI, Operating Systems MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Input: 100-240V ~ 50-60Hz	PCS	1
Item No. 5	CHARGING CART Brand / Model : PIXPRO Unit Cost : P20,999.82 Branded and brand new, Cart: Can store 27 devices, Multiple level shelves/compartiment storage, Removable slots separator, Steel door, Body frame: Sheet Metal , With security bracket(*enable to lock or mount cart to floor or wall with chain), 4 high wheels, With Power cord wrap bracket at the back for safety and convenience, Designed with ventilation holes, At least 1 handle Charging: Can charge 27 tablets simultaneously with one power cord to the wall socket, Power distribution unit (PDU), Insulated shell for electrical shock protection, Voltage rating: 220-230V, Frequency Rating: 50Hz / 60Hz, Circuit breaker for overload protection, Master power on/off switch, Built-in surge suppressor, USB cable/port/plug or equivalent ready for charging (must be compatible with the offered Tablet), Master power cord length: at least 3 meters' long, Electrical standard/ compliance certificate equivalent, Master key and duplicates, Operation manual	PCS	2
Item No. 6	3-IN-1 MULTIFUNCTION PRINTER Brand / Model : CANON PIXMA TS5370 Unit Cost : P7,512.90 Branded and brand new, Printing, Copying, Scanning, Printing Resolution 5760 x 1440, Printing Speed ISO/IEC 24734, Colours: Black, Cyan, Yellow, Magenta, Scan speed black A4 300 dpi 1.1msec/line, Scan speed color A4 300 dpi 2.8msec/line, Scanning Resolution 1,200 dpi x 2,400 dpi (Horizontal x Vertical), Output Formats: PDF, JPEG,TIFF, Connectivity: WiFi, USB 2.0, WLAN Security WEP 64 Bit, WEP 128 Bit, WPA PSK (TKIP), WPA PSK (AES),Paper Tray: Number of paper trays 1, Paper Formats A4Duplex Manual, Output Tray Capacity 30 Sheets, Support cloud printing, Windows 7/8/8.1/10, Rated Voltage: AC 100 - 240 V or AC 220 - 240 V, Rated Frequency: 50 - 60 Hz, Power Supply: 220V, User Manual in English	PCS	1

*****Nothing Follows*****

INSPECTION	ACCEPTANCE
Date Inspected : _____ <input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications _____ Inspection Officer/Inspection Committee _____ Inspection Officer/Inspection Committee _____ Inspection Officer/Inspection Committee	Date Received : _____ <input type="checkbox"/> Complete <input type="checkbox"/> Partial (pls. specify quantity) _____ Supply and/or Property Custodian



INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____

Fund Cluster : _____

Supplier : GIRUTEKI INC. PO No./Date : 2019-10-ICTS3(001&002)-BII-CB-023-C062 / 12/27/2019 LOT 3 : REGION/S IV-A & IV-B Requisitioning Office/Dept : Information and Communications Technology Service (ICTS) School ID : _____ School Name : _____	IAR No. : _____ Date : _____ Invoice No. : _____ Date : _____
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Stock/Property No.	Description	Unit	Quantity
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PROJECT: Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP

Batch 2019-02:JHS/SHS ICT PACKAGE

Item No. 1	HOST LAPTOP COBY NBPC1958 Unit Cost: P27,892.05 AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD +/-RW (SATA), 6W/1W Speaker x 2 Built-in Speakers, 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g/n/ac, Bluetooth Ports: 1x USB - C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd), Other applications to be provided by DepEd	PCS	50
Item No. 2	LAPTOP COBY NBPC1958 Unit Cost: P27,892.05 AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD +/-RW (SATA), 6W/1W Speaker x 2 Built-in Speakers, 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g/n/ac, Bluetooth Ports: 1x USB - C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd), Other applications to be provided by DepEd	PCS	1
Item No. 3	WIRELESS ROUTER Brand / Model : TP-LINK ARCHER C9 Unit Cost: P2,115.19 Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, 2.4 and 5 GHz (simultaneous dual band), Ports:1x Gigabit WAN port; 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power , Wireless Encryption Up to 128-bit encryption, Operation Modes At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Configuration Setup Browser-based Setup, GUI, Operating Systems MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Input: 100-240V ~ 50-60Hz	PCS	1
Item No. 4	CHARGING CART Brand / Model: PIXPRO Unit Cost: P20,999.82 Cart: Can store 27 devices, Multiple level shelves/compartment storage, Removable slots separator, Steel door, Body frame: Sheet Metal , With security bracket(enable to lock or mount cart to floor or wall with chain), 4 high wheels, With Power cord wrap bracket at the back for safety and convenience. Designed with ventilation holes, At least 1 handle Charging: Can charge 27 tablets simultaneously with one power cord to the wall socket, Power distribution unit (PDU), Insulated shell for electrical shock protection, Voltage rating: 220-230V, Frequency Rating: 50Hz / 60Hz, Circuit breaker for overload protection, Master power on/off switch, Built in surge suppressor, USB cable/port/plug or equivalent ready for charging (must be compatible with the offered Tablet), Master power cord length: at least 3 meters' long, Electrical standard/ compliance certificate equivalent, Master key and duplicates, Operation manual	PCS	2
Item No. 5	SMART TV Brand / Model: COBY STV5578 Unit Price: P25,037.85 Resolution: 3840 x 2160, Type: LED or OLED, Size: Min. 55", Connectivity: 2 USB ver. 2.0 and 3.0, 3 HDMI, Ethernet, Bluetooth 5.0, Wi-Fi Support, Component and Composite Video, Android 9.0, Auto Volt / Auto Sensing Frequency, All Deliveries must come with Owner's Manual, Remote Control with Battery/s, Wall Mounting Kit, Meter HDMI Cable	PCS	1
Item No. 6	3-IN-1 MULTIFUNCTION PRINTER CANON PIXMA T85370 Unit Cost: P7,512.90 Branded and brand new, Printing, Copying, Scanning, Printing Resolution 5760 x 1440, Printing Speed ISO/IEC 24734, Colours: Black, Cyan, Yellow, Magenta, Scan speed black A4 300 dpi 1.1msec/line, Scan speed color A4 300 dpi 2.8msec/line, Scanning Resolution 1200 dpi x 2.400 dpi (Horizontal x Vertical), Output Formats: PDF, JPEG,TIFF, Connectivity: WiFi, USB 2.0, WLAN Security WEP 64 Bit, WEP 128 Bit, WPA PSK (TKIP), WPA PSK (AES),Paper Tray: Number of paper trays 1, Paper Formats A4Duplex Manual, Output Tray Capacity 30 Sheets, Support cloud printing, Windows 7/8.1/10, Rated Voltage: AC 100 – 240 V or AC 220 – 240 V, Rated Frequency: 50 – 60 Hz, Power Supply: 220V, User Manual in English	PCS	1

*****Nothing Follows*****

INSPECTION	ACCEPTANCE
Date Inspected : _____ <input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications _____ Inspection Officer/Inspection Committee _____ Inspection Officer/Inspection Committee _____ Inspection Officer/Inspection Committee	Date Received : _____ <input type="checkbox"/> Complete <input type="checkbox"/> Partial (pls. specify quantity) _____ Supply and/or Property Custodian



INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____

Fund Cluster : _____

Supplier : **GIRLTEKI INC.**

IAR No. : _____

PO No./Date : **2019-10-ICTS3(001&002)-BII-CB-023-C062 / 12/27/2019** LOT 3 : REGION/S IV-A

Date : _____

Requisitioning Office/Dept : **Information and Communications Technology Service (ICTS)**

Invoice No. : _____

School ID : _____

Date : _____

School Name : _____

Stock/ Property No.	Description	Unit	Quantity
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PROJECT: Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP

Batch 2019-03: E-textbooks

Item No.	Description	Brand / Model	Unit Cost	Unit	Quantity
Item No. 1	2-in-1 Tablet PC	COBY NBPC1078	P11,763.11	PCS	50
	Convertible or Detachable Keyboard, Cherry Trail, Z8350 Quadcore 1.44 GHz to 1.92 GHz, Minimum 4GB DDR3, Screen Size: 10.1" IPS, Resolution: 1920x1200 Full HD, IPS Technology, Internal: 64 GB EMMC, External: Support SDHC/SDXC up to 128GB, 6Ω/1W Speaker x 2 Built-in Speakers, 3.5mm standard headphone jack, Camera: Built-in, 2.0 MP Rear and Front Connectivity: Wireless LAN 802.11 b/g /n/ac, Bluetooth 4.0, Ports: 1x USB 3.0 Type C, 1x USB 3.0 and 1 x USB 2.0 Micro, 1x micro SD, 1x Combo Audio Jack, 1x HDMI/Micro HDMI Keyboard: US English Layout, Standard Size, Mouse: Optical, Wireless, Headset: Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd) Other applications to be provided by DepEd,				
Item No. 2	LAPTOP	COBY NBPC1958	P27,892.05	PCS	1
	AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD -/+RW (SATA), 6Ω/1W Speaker x 2 Built-in Speakers, 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g /n/ac, Bluetooth Ports: 1x USB - C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd), Other applications to be provided by DepEd				
Item No. 3	WIRELESS ROUTER	TP-LINK ARCHER C9	P2,115.19	PCS	1
	Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, 2.4 and 5 GHz (simultaneous dual band), Ports:1x Gigabit WAN port, 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power , Wireless Encryption Up to 128-bit encryption, Operation Modes At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Configuration Setup Browser-based Setup, GUI, Operating Systems MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Input: 100-240V ~ 50-60Hz				
Item No. 4	CHARGING CART	PIXPRO	P20,999.82	PCS	2
	Branded and brand new, Cart: Can store 27 devices, Multiple level shelves/compartments storage, Removable slots separator, Steel door, Body frame: Sheet Metal , With security bracket(*enable to lock or mount cart to floor or wall with chain), 4 high wheels, With Power cord wrap bracket at the back for safety and convenience, Designed with ventilation holes, At least 1 handle Charging: Can charge 27 tablets simultaneously with one power cord to the wall socket, Power distribution unit (PDU), Insulated shell for electrical shock protection, Voltage rating: 220-230V, Frequency Rating: 50Hz / 60Hz, Circuit breaker for overload protection, Master power on/off switch, Built-in surge suppressor, USB cable/port/plug or equivalent ready for charging (must be compatible with the offered Tablet), Master power cord length: at least 3 meters' long, Electrical standard/ compliance certificate equivalent, Master key and duplicates, Operation manual				

*****Nothing Follows*****

INSPECTION	ACCEPTANCE
<p>Date Inspected : _____</p> <p><input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications</p> <p>_____ Inspection Officer/Inspection Committee</p> <p>_____ Inspection Officer/Inspection Committee</p> <p>_____ Inspection Officer/Inspection Committee</p>	<p>Date Received : _____</p> <p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> Partial (pls. specify quantity)</p> <p>_____ Supply and/or Property Custodian</p>



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0820-0093
MEMORANDUM
17 August 2020

For: **Regional Directors**
Schools Division Superintendents
District Supervisors
Principals and School Heads
Regional and Division Supply Officers
Regional and Division IT Officers
School Property Custodians
School ICT Coordinators

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY2019 DCP**

The following guidelines are hereby issued for the effective and efficient deployment/delivery of VARIOUS IT PACKAGES under FY2019 DCP DepEd Computerization Program (DCP):

1. **Batch 2019-01: G4-6 ICT Package**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Smart TV	1
4	Wireless Router	1
5	Charging Cart	2
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

2. **Batch 2019-02: JHS/SHS ICT Package**

Item #	Description	Quantity
1	Host laptop	1
2	Laptop	50



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Videos and Magazines
of Major Programs



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

3	Wireless Router	1
4	Charging Cart	2
5	Smart TV	1
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

3. Batch 2019-03: E-textbooks

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Wireless Router	1
4	Charging Cart	2

Note: For Regions II, III, IV-A, V only

A. DCP DEPLOYMENT:

1. The Goods and Services shall be delivered to the Project sites / recipient schools, within two hundred ten (210) days from issuance of the Notice to Proceed.
2. The Asset Management Division / Supply Office will inform the Division Supply Officers of the deliveries to be made by the suppliers and provide them a copy of the distribution list and schedule of deliveries.
3. The DCP Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the School Property Custodian is not present nor available during the arrival of the DCP package at the school, the School Head/ Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.
4. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.
5. Deliveries after 5pm, holidays including Saturdays and Sundays can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.
6. However, during the actual delivery of DCP packages, if the Supplier found that the recipient school is closed or un-energized or have no available Classroom/ makeshift structures, the Supplier shall deliver the packages to the Division or District Office. The Supply Officer shall perform an initial checking of the delivered DCP package as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).



7. In case the Supplier/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier should replace the missing/damaged items or opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.

B. UPON DELIVERY OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:

1. The supplier/forwarder shall bring the following documents to recipient schools and turned over to the **School Property Custodian or designated alternate:**
 - 1.1 Delivery Receipt;
 - 1.2 Property Transfer Report (PTR);
 - 1.3 Inspection and Acceptance Report (IAR); and
 - 1.4 Training Checklist
2. **The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered DCP package** as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) **prior to signing of Delivery Receipt.**

C. SIGNING OF INSPECTION AND ACCEPTANCE REPORT (IAR) AND PROPERTY TRANSFER REPORT (PTR)

1. An inspection will be made on the delivered items by the School Inspectorate Team. The School Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected. The School Inspectorate Team shall see to it that the following requirements are complied with:
 - 1.1 Inspection of DCP Packages:
 - 1.1.1 Verify that what was stated in the IAR conforms to actual equipment delivered (technical specifications including the product description, model, brand, and product / serial numbers).
 - 1.1.2 Verify the quantity stated in the IAR against the actual quantity delivered.
 - 1.1.3 Inspect for damage.
 - 1.2 Check for Operability / Functionality
 - 1.2.1 **Batch 2019-01: G4-6 ICT Package**
 - a. Set-up 50 units 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router



- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all 2-in-1 Tablet PCs are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
 - USB ver. 2.0
 - HDMI
 - Ethernet
 - Bluetooth
 - Wi-Fi Support
 - Component and Composite Video
 - Ethernet
 - Bluetooth
 - Wi-Fi connect laptop to TV

1.2.2 **Batch 2019-02: JHS/SHS ICT Package**

- a. 50 Laptops can access files from Host Laptop (Host) using Wireless Router
- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
 - USB ver. 2.0
 - HDMI
 - Ethernet
 - Bluetooth
 - Wi-Fi Support
 - Component and Composite Video
 - Ethernet
 - Bluetooth
 - Wi-Fi connect laptop to TV

1.2.3 **Batch 2019-03: E-textbooks**

- a. Set-up the 50 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router
- b. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working

1.3 Training Requirements

- 1.3.1 Training stated above shall be provided for at least two (2) teachers from each recipient school. Attendees must



include the school's designated ICT Coordinator and Division IT Officer.

- 1.3.2 Training manuals in hardcopies and soft copies (in DVD) shall be provided per recipient school.
- 1.3.3 Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
- 1.3.4 Training manuals shall be signed by the participants after completing the required hours of training and certified by the supplier and the ICT Coordinator.

D. AFTER THE DELIVERIES OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:

1. The supplier shall bring the following documents back to DepEd - ICTS - TID:
 - 1.1 Signed Delivery Receipts
 - 1.2 Signed Inspection and Acceptance Report (IAR)
 - 1.3 Signed Property Transfer Report (PTR)
2. The School Property Custodian shall keep the school copy of the above documents.

E. AFTERSALES SUPPORT:

1. A three (3)-year comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).
2. For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:
 - 2.1 Laptop and Tablet Batteries
 - 2.2 Headsets
 - 2.3 Optical Mouse for Laptops
3. Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall immediately act upon to repair or replace the defective Goods or parts thereof. The period for correction of defects in the warranty period is within seven (7) calendar days from receipt of such notice.
4. For defects arising from within the first-half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.



5. On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.
 6. The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier or collect from any of the securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DepEd may rescind the Contract, without prejudice to other courses of action and remedies open to it.
 7. The Division IT Officers must consolidate all unresolved issues from the recipient schools and submit to Regional IT Officers. The Regional IT Officers must transmit all unresolved issues to dcp.recipients@deped.gov.ph. The TID-ICTS to forward all concerns to the appropriate supplier. The Supplier must respond reports indicating resolved, pending and closed issues to DepEd ICTS - Technology Infrastructure Division.
 8. DepEd TID-ICTS accommodates non-supplier action report at icts.tid@deped.gov.ph.
- F.** Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.
- G.** For clarifications or more information on these matters, please direct concerns to Engr. Ofelia L. Algo, ICTS-TID Chief, at ofelia.algo@deped.gov.ph.

For reference and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary




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To authenticate this document,
please scan the QR Code

Attachments:

- a. List of recipients' schools
- b. Copy of IAR
- c. Copy of Training Checklist

Regional Memorandum on Adoption of Tight Security Measures to Avoid Pilferage of Computer Items and their Accessories



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A (CALABARZON)
Gate 2, Karangalan Village, Calamba, Rizal



MEMORANDUM

TO SCHOOLS DIVISION SUPERINTENDENTS
DIVISION/SCHOOL ICT COORDINATORS
PUBLIC SCHOOL PRINCIPALS

FROM DIOSDADO M. SAN ANTONIO
Director

SUBJECT ADOPTION OF TIGHT SECURITY MEASURES TO AVOID
PILFERAGE OF COMPUTER ITEMS AND THEIR ACCESSORIES

DATE OCT 16 2015

0-14716

This Office is continuously receiving unfortunate reports that a number of computer items and their accessories as well as other electronic gadgets delivered by the Department to schools have been stolen or went missing after delivery.

This Office wants to reiterate that these computer gadgets and their accessories are purposely provided to deliver quality education to our students and these computers are public properties that emanated from the taxes paid by the citizens that we serve.

In this regard, all Public School Principals with their School ICT Coordinators must adopt tight security measures by ensuring that their respective ICT Room is pilfer-proofed, security personnel are properly coordinated and coordination with the community/barangay/police/LGU is/are made to prevent the pilferage of school computers and their accessories. The Schools Division Offices, through their Division ICT Coordinators, must likewise monitor compliance of public schools with this memorandum in their jurisdiction.

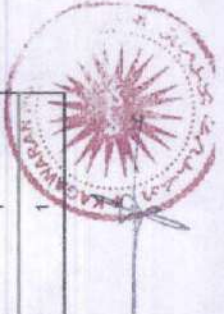
STRICT COMPLIANCE IS HEREBY ENJOINED.

DEPED QUEZON ICT
DOWNLOADED BY: CEDE

**Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance of Various IT Packages under FY2019 DCP ;
Batch 2019-02: JHS/SHS ICT**

RECIPIENT SCHOOLS

REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BRGY	ADDRESS	FY 2019 JHS/SHS
Region IV-A	Antipolo City	321506	Dalig NHS	City Of Antipolo	Dalig	National Road, Sitio Paragan	1
Region IV-A	Antipolo City	321505	Dela Paz NHS	City Of Antipolo	Dela Paz (Pop.)	Ninoy Aquino Avenue, Sitio Taktak	1
Region IV-A	Antipolo City	301450	Maximo L. Gattabayan Memorial NHS	City Of Antipolo	San Jose (Pop.)	Sitio Paenaan	1
Region IV-A	Antipolo City	301422	Mayamot NHS	City Of Antipolo	Mayamot	Rose Street, Greenheights Newtown I-A Subdivision	1
Region IV-A	Antipolo City	301426	San Isidro NHS	City Of Antipolo	San Isidro (Pop.)	C. Lawla Extension, Sitio Sampaga	1
Region IV-A	Antipolo City	301457	San Jose NHS	City Of Antipolo	San Jose (Pop.)	Sen. Lorenzo Sumulong Memorial Circle, Sitio Pulong Banal	1
Region IV-A	Antipolo City	301425	San Roque NHS	City Of Antipolo	San Roque (Pop.)	#15 Marigran Street	1
Region IV-A	Batangas	301115	Anselmo Sandoval MNHS (Mabini NHS)	Mabini	Pulong Balibaguhan	P. Balibaguhan	1
Region IV-A	Batangas	301080	Bauan Technical High School	Bauan	Barangay I (Pop.)	Poblacion I	1
Region IV-A	Batangas	301153	Dr. Juan A. Pastor MNHS (Talaibon NHS)	Ibaan	Talaibon	Talaibon	1
Region IV-A	Batangas	301102	Gov. Feliciano Leviste MNHS	Lemery	District I (Pop.)	Igualdad	1
Region IV-A	Batangas	301129	Padre Garcia NHS	Padre Garcia	Poblacion	Poblacion	1
Region IV-A	Batangas	301155	Taysan National High School	San Jose	Taysan	None	1
Region IV-A	Binan City	301230	Binan National High School	City Of Binan	Santo Domingo	Sto. Domingo	1
Region IV-A	Binan City	307934	Southville 5-A National High School	City Of Binan	Langkwa	Southville 5-A Brgy. Langkwa, Binan City, Laguna	1
Region IV-A	Cabuyao City	301234	Cabuyao NHS	City Of Cabuyao	Sala	Limcaoco Subd. Brgy. 3	1
Region IV-A	Calamba City	301514	Calamba Bayside Integrated School	City Of Calamba	Pallingon	Mt. Halcon St.	1
Region IV-A	Calamba City	301516	Camp Vicente Lim Integrated School	City Of Calamba	Mayapa	Camp Vicente Lim	1
Region IV-A	Calamba City	301521	Kapayapaan Integrated School	City Of Calamba	Canlubang	Manfil, Kapayapaan VIlle, Canlubang, Calamba City	1
Region IV-A	Cavite	301166	Tagaytay City Science National High School	Tagaytay City	Sungay West	Sungay West, Tagaytay City	1
Region IV-A	Cavite	307813	Emilia Ambalada Poblete NHS	Siliang	Barangay V	Camla St., Mary Ann Village, Barangay V, Siliang, Cavite	1
Region IV-A	Cavite	301201	Lumampung NHS - Indang Annex	Indang	Calumpang Cerca	Calumpang Cerca, Indang, Cavite	1
Region IV-A	Cavite	301199	Emiliano T. Tirona MNHS	Kawit	Gatah	Gatah, Kawit, Cavite	1





Region IV-A	Cavite	301175	Bucal NHS	Maragondon	Maragondon	Bucal II	Bucal II, Maragondon, Cavite	1
Region IV-A	Cavite	301207	Naic NHS	Naic	Halang	Halang	Halang, Naic Cavite	1
Region IV-A	Cavite	301203	Malabag NHS	Silang	Malabag	Malabag, Silang, Cavite		1
Region IV-A	Cavite	301212	Rosario NHS	Rosario	Sapa II	P. Burgos St. Sapa II, Rosario, Cavite		1
Region IV-A	Cavite	301216	Tagaytay City National High School	Tagaytay City	Mendez Crossing East	Mayor's Drive Mendez Crossing East		1
Region IV-A	Cavite	301174	Binakayan NHS	Kawit	Binakayan	Binakayan, Kawit, Cavite		1
Region IV-A	Cavite	301193	Gen. Vito Belarmino NHS	Silang	Kalubkob	Kalubkob, Silang, Cavite		1
Region IV-A	Cavite	301218	Tanza National Comprehensive High School	Tanza	Daang Amaya II	Daang Amaya II, Tanza, Cavite		1
Region IV-A	Cavite	301219	Tanza National Trade School	Tanza	Paradehan I	Paradehan I, Tanza, Cavite		1
Region IV-A	Cavite City	301484	Cavite National High School	Cavite City	Barangay 41 (Rosal)	Chief E. Martin Street, Caridad, Cavite City		1
Region IV-A	Dasmariñas City	301179	Congressional Integrated High School	City of Dasmariñas	San. Agustin II	Poinsettia St. Via Verde Village		1
Region IV-A	Dasmariñas City	301183	Dasmariñas East Integrated High School	City of Dasmariñas	San Simon	San Simon		1
Region IV-A	Dasmariñas City	301186	Dasmariñas Integrated High School	City of Dasmariñas	Buroh-I	Buroh-I		1
Region IV-A	Dasmariñas City	301184	Dasmariñas North National High School	City of Dasmariñas	San Isidro Labrador I	San Isidro Labrador I		1
Region IV-A	Laguna	307907	San Pedro Relocation Center National High School, Main (Langgam) Campus	San Pedro	Langgam	Imelda Avenue, Old tenant		1
Region IV-A	Laguna	301273	Siniloan National High School	Siniloan	Wawa	L. De Leon St., Siniloan, Laguna		1
Region IV-A	Laguna	307923	Southville I NHS	Cabuyao	Niugan	-BLK54-55 Southville 1		1
Region IV-A	Lipa City	301490	Fernando Air Base NHS	Lipa City	0	-		1
Region IV-A	Lipa City	301491	Inosoban-Marawoy NHS	Lipa City	Marawoy	Marawoy		1
Region IV-A	Lucena City	301501	Lucena City National High School	Lucena City (Capital)	Ibabang Dupay	Brgy. Ibabang Dupay		1
Region IV-A	Quezon	301346	Cogorin Ibaba NHS Extension	Lopez	Cogorin Ibaba	Brgy. Cogorin Ibaba		1
Region IV-A	Quezon	301362	Paaralang Sec. ng Hen. Nakar - Magigaya Ext.	General Nakar	General Nakar	General Nakar		1
Region IV-A	Quezon	308023	Daniagan NHS (formerly Hinguiwin Ibaba NHS) Padre Burgos	Padre Burgos	Padre Burgos	Brgy. Daniagan		1
Region IV-A	Quezon	308019	Dr. Penfilio Castro NHS	Candelaria	Brgy. Mengliag Norte	Candelaria		1
Region IV-A	Quezon	301332	Calasumanga NHS	Panukulan	Panukulan	Panukulan		1
Region IV-A	Quezon	301388	Dao NHS	Lopez	San Francisco Dao	Brgy. San Francisco Dao		1
Region IV-A	Quezon	301387	Ilayang Ilog A	Lopez	Ilayang Ilog A	Brgy. Ilayang Ilog A		1
Region IV-A	Quezon	301352	Pisipis NHS (Formerly Magallanes NHS)	Lopez	Pisipis NHS (Formerly Magallanes NHS)	Brgy. Pisipis NHS		1
Region IV-A	Quezon	301342	Aloneros NHS	Guinayangan	Guinayangan	Guinayangan		1
Region IV-A	Quezon	308024	Camflora NHS (Annex)	San Andres	San Andres	San Andres		1
Region IV-A	Quezon	301283	Magaysay NHS (formerly Ajos NHS Magaysay)	Mulanay	Mulanay	Mulanay		1

Region IV-A	Rizal		301417	Angono NHS	Angono	Kelayaan	Lt. C. Aguinaldo St., Brgy. Katayaan, Angono, Rizal	1
Region IV-A	Rizal		301433	Carlos "Botong" V. Francisco MNHS	Angono	Mahabang Perang	Grand Valley Phase IV	1
Region IV-A	Rizal		301438	Don Jose M. Ynares Sr. Memorial National High School	Binangonan	San Carlos	Luisa St.	1
Region IV-A	Rizal		308104	Margarito A. Duavit MNHS	Binangonan	Pila Pila	Nagsute Road	1
Region IV-A	Rizal		301469	Vicente Madrigal NHS	Binangonan	Palangoy	Quarry Road	1
Region IV-A	Rizal		301432	Bernardo F. San Juan NHS	Cardona	San Roque (Pop.)	Rodriguez St.	1
Region IV-A	Rizal		301452	Morong National High School	Morong	San Juan (Pop.)	Thomas Claudio St. Cor. Sumulong St.	1
Region IV-A	Rizal		301453	Pillilla NHS	Pillilla	Bagumbayan (Pop.)	M. A. Roxas St.	1
Region IV-A	Rizal		301467	Teresa National High School	Teresa	Bagumbayan	J. Sumulong Ave., Bagumbayan, Teresa Rizal	1
Region IV-A	San Pablo City		308602	San Jose National High School	San Pablo City	San Jose	Brgy. San Jose	1
Region IV-A	Sta. Rosa City		301227	Balibago National High School	City Of Santa Rosa	Balibago	Kabeang Moises St. Balibago	1
Region IV-A	Tanauan City		321801	Tanauan City NHS	City Of Tanauan	0	Trapiche, Tanauan City, Batangas	1
Region IV-A	Tayabas City		301347	Luis Palad Integrated High School	City Of Tayabas	Iplian	Petro Ornas	1

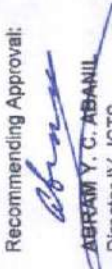
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 Director IV, ICTS

Approved By:

ALAIN DELOS PASQUA
 Undersecretary for Administration



*Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance of Various IT Packages under FY2019 DCP
Batch 2019-03: E-textbooks*

RECIPIENT SCHOOLS

REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BRGY	ADDRESS	FY 2019 G4-6
Region IV-A	Antipolo City	342175	Antipolo City Senior HS	City Of Antipolo	0	Otiela Road, Upper Sto. Nino	1
Region IV-A	Antipolo City	301431	Calawis NHS	City Of Antipolo	Calawis	Sitio Paikulan	1
Region IV-A	Antipolo City	321502	Canumay NHS	City Of Antipolo	San Jose (Pop.)	Purok Canumay Sitio San Ysro	1
Region IV-A	Antipolo City	321506	Dalig NHS	City Of Antipolo	Dalig	National Road, Sitio Panugan	1
Region IV-A	Antipolo City	321505	Dela Paz NHS	City Of Antipolo	Dela Paz (Pop.)	Ninoy Aquino Avenue, Sitio Taktak	1
Region IV-A	Antipolo City	301421	Kaysakat NHS	City Of Antipolo	San Jose (Pop.)	Sitio Kaysakat	1
Region IV-A	Antipolo City	321501	Marcelino M. Santos NHS	City Of Antipolo	San Jose (Pop.)	R. Pascual Street, Sitio Tagbac	1
Region IV-A	Antipolo City	301450	Maximo L. Gallabayan Memorial NHS	City Of Antipolo	San Jose (Pop.)	Sitio Paenaan	1
Region IV-A	Antipolo City	301422	Mayamol NHS	City Of Antipolo	Mayamol	Ruse Street, Greenheights Newtown I-A Subdivision	1
Region IV-A	Antipolo City	301423	Muntindlaw NHS	City Of Antipolo	Muntindlaw	Saint Marin de Porres Street, Brookside Hills Subdivision	1
Region IV-A	Antipolo City	308101	Old Beso-boso NHS	City Of Antipolo	San Jose (Pop.)	Sitio Old Boso-boso	1
Region IV-A	Antipolo City	321504	Rizza NHS	City Of Antipolo	San Jose (Pop.)	Sitio Paterson	1
Region IV-A	Antipolo City	301426	San Isidro NHS	City Of Antipolo	San Isidro (Pop.)	C. Lawis Extension, Sitio Sampaga	1
Region IV-A	Antipolo City	301457	San Jose NHS	City Of Antipolo	San Jose (Pop.)	Sen. Lorenzo Sumulong Memorial Circle, Sitio Pulung Banal	1
Region IV-A	Antipolo City	301427	San Juan NHS	City Of Antipolo	San Juan	Sitio Sapinit	1
Region IV-A	Antipolo City	301425	San Roque NHS	City Of Antipolo	San Roque (Pop.)	#15 Mangman Street	1
Region IV-A	Bacoar City	342598	Senior HS Dulung Bayan	Bacoar	Dulong Bayan	Satino Street, Dulung Bayan	1
Region IV-A	Bacoar City	342599	SHS in Progressive, Bacoar City	Bacoar	Bayanan	.	1

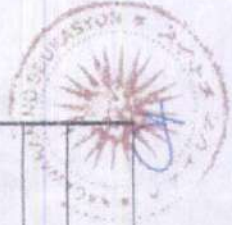


Region IV-A	Lipa City	301487	Bobok NHS	Lipa City	Bobok	0	1
Region IV-A	Lipa City	301490	Fernando Air Base NHS	Lipa City			1
Region IV-A	Lipa City	301492	Lipa City Science Integrated NHS	Lipa City	Poblacion Barangay 1	611 B. Morada St. Brgy. 1 Lipa City	1
Region IV-A	Lipa City	303491	Lipa City Senior HS	Lipa City	Poblacion Barangay 1	B. Morada Ave	1
Region IV-A	Lipa City	342613	Lipa City Sports Academy	Lipa City	Daogatan		1
Region IV-A	Lipa City	301495	Pinagkawitan NHS	Lipa City	Pinagkawitan	Pinagkawitan	1
Region IV-A	Lipa City	301497	Pinagtongulan NHS	Lipa City	Pinagtongulan	Macasinet St. Pinagtongulan	1
Region IV-A	Lipa City	301499	San Celestino NHS	Lipa City	San Celestino	Purok 1	1
Region IV-A	Lucena City	309502	Cotta NHS	Lucena City (Capital)	Cotta	Nicodemus St. Unzon Street, Zaballero Subdivision	1
Region IV-A	Lucena City	308503	Gulang-Gulang NHS	Lucena City (Capital)	Gulang-Gulang		1
Region IV-A	Lucena City	308504	Gulang-Gulang NHS - Iba Talm Ext.	Lucena City (Capital)	Ibabang Talm	Brgy. Ibabang Talm	1
Region IV-A	Lucena City	301501	Lucena City NHS	Lucena City (Capital)	Ibabang Dupay	Brgy. Ibabang Dupay	1
Region IV-A	Lucena City	308505	Lucena City NHS - Mayao Parada Extension	Lucena City (Capital)	Mayao Parada	Brgy. Mayao Parada	1
Region IV-A	Lucena City	308501	Lucena Dalahican NHS	Lucena City (Capital)	Dalahican	Dalahican Road	1
Region IV-A	Quezon	301280	Abuyon NHS	San Narciso	Abuyon	Abuyon	1
Region IV-A	Quezon	301342	Aloneros NHS (Formerly LBS of Fisheries Ext. - Aloneros)	Guinayangan	Aloneros	Aloneros	1
Region IV-A	Quezon	301285	Amontay NHS	Pitogo	Amontay	Amontay	1
Region IV-A	Quezon	308017	Apud NHS (Formerly Sto. Domingo NHS - Apud Ext. Classes)	Calauag	Apud Lutao	Apud Lutao	1
Region IV-A	Quezon	301286	Almonian NCHS	Almonian	Atigelles	not applicable	1
Region IV-A	Quezon	301287	Bagong Silang NHS	Tagkawayan	Bagong Silang	Bagong Silang	1
Region IV-A	Quezon	301288	Bagupaye NHS	Mulanay	Bagupaye	Bagupaye	1
Region IV-A	Quezon	301378	Balesin IS (Formerly Palilo NHS Extension)	Pojib	Balesin	Balesin	1
Region IV-A	Quezon	301289	Bamban NHS	Tagkawayan	Bamban	Bamban	1
Region IV-A	Quezon	301290	Bantad NHS	Gumaca	Bantad	Brgy. Bantad Gumaca, Quezon	1
Region IV-A	Quezon	301291	Bantulan IS	Calauag	Bantulan	Bantulan	1
Region IV-A	Quezon	301292	Batangan NHS	General Nakar	Batangan	Batangan	1
Region IV-A	Quezon	308043	Bignay NHS	Sariaya	Bignay 2	Bignay 2	1
Region IV-A	Quezon	500028	Binuasan Integrated Sch. (Elem)	Infanta	Binuasan	Brgy. Binuasan, Infanta Quezon	1
Region IV-A	Quezon	301295	Bondoc Peninsula Agri. HS	Mulanay	Santa Rosa	Sita Rosa	1
Region IV-A	Quezon	301335	Bonifacio NHS	Burdicos	Bonifacio	Bonifacio	1
Region IV-A	Quezon	301296	Buenavista NHS	Buenavista	Lilukin	Lilukin	1
Region IV-A	Quezon	301297	Bukal Sur NHS	Candelaria	Buenavista West	Buenavista West	1
Region IV-A	Quezon	301334	Burdicos NHS (Judith NHS)	Burdicos	Poblacion	Sabang Road	1
Region IV-A	Quezon	301298	Busdak NHS	San Francisco (Aurora)	Ibabang Tayuman	Marquez	1
Region IV-A	Quezon	308028	Busdak NHS (Formerly Busdak NHS - Patnanungan NHS Annex)	Patnanungan	Busdak	Busdak	1



Region IV-A	Quezon	308034	Butanguiad NHS	San Francisco (Aurora)	Butanguiad	Butanguiad	1
Region IV-A	Quezon	301299	Cabay NHS	Taong	Cabay	Cabay	1
Region IV-A	Quezon	308038	Cabibihan NHS	Tagkawayan	Cabibihan	Bataler-Mendoza Hill	1
Region IV-A	Quezon	308014	Cabong NHS	Buena Vista	Cabong	Cabong	1
Region IV-A	Quezon	301300	Cabulihan NHS	Pitogo	Cabulihan	Cabulihan	1
Region IV-A	Quezon	301301	Cagbalete Island NHS	Mauban	Cagbalete I	Cagbalete I	1
Region IV-A	Quezon	308005	Cagsay NHS	Mauban	Cagsay I	Mauban National Road	1
Region IV-A	Quezon	308015	Cagsay III - Cagsay NHS Ext.	Mauban	Cagsay II	Centro	1
Region IV-A	Quezon	301303	Calantas NHS	Macalelon	Calantas	Calantas	1
Region IV-A	Quezon	301397	Calasumanga NHS (Formerly San Juan NHS - Calasumanga Ext.)	Panukulan	Calasumanga	Calasumanga	1
Region IV-A	Quezon	301304	Celaug NHS	Celaug	Santa Maria	Maharlika Highway, Brgy. Sta. Maria	1
Region IV-A	Quezon	301305	Callejon NHS	San Antonio	Callejon	Callejon	1
Region IV-A	Quezon	308024	Camflora NHS (Annex)	San Andres	Talisay	Talisay	1
Region IV-A	Quezon	301306	Camiflora NHS	San Andres	Poblacion	Fernandez	1
Region IV-A	Quezon	301307	Camohaguin NHS	Gumaca	Camohaguin	Camohaguin	1
Region IV-A	Quezon	301308	Canda NHS	Sariaya	Canda	Brgy. Canda	1
Region IV-A	Quezon	301309	Casay NHS	San Francisco (Aurora)	Casay	Brgy. Casay	1
Region IV-A	Quezon	308041	Castañas NHS	Sariaya	Castañas	Castañas	1
Region IV-A	Quezon	301314	Cesar C. Tan Memorial NHS	Quezon	Berangay IV (Pob.)	Brgy. 4	1
Region IV-A	Quezon	308042	Cogon Ibaba NHS - Jongo Extension	Lopez	Jongo	Jongo	1
Region IV-A	Quezon	301346	Cogon Ibaba NHS (Formerly Lopez NHS - Cogon Ibaba Extension)	Lopez	Cogon Ibaba	Cogon Ibaba	1
Region IV-A	Quezon	301316	Concepcion NHS	Plaridel	Concepcion	Concepcion	1
Region IV-A	Quezon	301317	Dagatan NHS	Dolores	Dagatan	Brgy. Dagatan	1
Region IV-A	Quezon	308023	Danlagan NHS (Formerly Kinagunan Ibaba NHS Ext. Classes)	Padre Burgos	Danlagan	Danlagan	1
Region IV-A	Quezon	301388	Dao NHS (Formerly San Francisco B NHS - San Miguel Dao II Ext.)	Lopez	San Miguel (Dao)	Buyaburn	1
Region IV-A	Quezon	308016	Dolores Macasaet NHS	Candelaria	Pahinga Norte	Pahinga Norte	1
Region IV-A	Quezon	301311	Doongan Ilaya NHS	Catanduan	Doongan Ilaya	N/A	1
Region IV-A	Quezon	308021	Dr. Arsenio C. Nicolas NHS	Calauag	Pandanán	Pandanán	1
Region IV-A	Quezon	308027	Dr. Arsenio C. Nicolas NHS Dominlog Ext.	Calauag	Dominlog	Dominlog	1
Region IV-A	Quezon	301319	Dr. Maria D. Palatrana National HS (Grades 7 to 12)	Mauban	Lual (Pob.)	Quezon Street	1
Region IV-A	Quezon	308040	Dr. Pantilio Castro NHS - Masalukot Annex	Candelaria	Masalukot I	Masalukot I	1





Region IV-A	Quezon	308019	Dr. Parilio Castro NHS (Formerly Bukal Sur NHS- Manglag Annex)	Candelaria	Manglag Norte	Manglag Norte	1
Region IV-A	Quezon	301320	Dungawan NHS	Guinayangan	Dungawan Central	Dungawan Central	1
Region IV-A	Quezon	301321	Elias A. Salvador NHS	Agdangan	Poblacion I	Salvador St	1
Region IV-A	Quezon	301313	Evansto R. Macalinal MNHS (Formerly Cometa NHS)	Quezon	Cometa	Cometa	1
Region IV-A	Quezon	308012	Gloria Umali NHS	Tiaring	Ayusan II	Ayusan II	1
Region IV-A	Quezon	301399	Godofredo M. Tan Memorial School of Arts and Trades (Formerly San Narciso Voc HS)	San Narciso	Pagkakaiba (Pop.)	San Andres Road	1
Region IV-A	Quezon	308028	Gov. Anacleto C. Alcalá NHS	Saniaya	Concepcion Banahaw	Concepcion, Banahaw	1
Region IV-A	Quezon	301322	Gregorio Reyes NHS	San Narciso	Villa Reyes	Villa Reyes	1
Region IV-A	Quezon	301323	Guinayangan NHS	Guinayangan	Calimpak	Sai	1
Region IV-A	Quezon	301328	Guires NHS	Lopez	Guires	Guires	1
Region IV-A	Quezon	500444	Gumaca IS	Gumaca	Inaclagan	National Highway	1
Region IV-A	Quezon	301325	Gumaca NHS	Gumaca	0	Mabini Street, Brgy. Mabini	1
Region IV-A	Quezon	308006	Hagonghong Integrated HS	Buena Vista	Hagonghong	Hagonghong	1
Region IV-A	Quezon	301326	Hinguin NHS	Padre Burgos	Hinguin	Hinguin	1
Region IV-A	Quezon	301327	Hondagua NHS	Lopez	Hondagua	Hondagua	1
Region IV-A	Quezon	308044	Huyon-Uyon NHS	San Francisco (Aurora)	Huyon-Uyon	Siko Mabuhay 1	1
Region IV-A	Quezon	301387	Ilayang Ilog-A NHS (Formerly San Francisco B NHS Ilayang Ilog A Ext.)	Lopez	Ilayang Ilog A	Ilayang Ilog A	1
Region IV-A	Quezon	301329	Ilayang Yuni NHS	Mulanay	Ilayang Yuni	Ilayang Yuni	1
Region IV-A	Quezon	301332	Infanta NHS	Infanta	Poblacion 38 (Poblacion Barangay 2)	Ruanto St. Pob 38	1
Region IV-A	Quezon	301409	Jacinto G. Esplana NHS	San Francisco (Aurora)	Ilayang Tayuman	Ilayang Tayuman	1
Region IV-A	Quezon	301365	Joel B. Arzuza NHS	Quezon	Gunhawa	Gunhawa	1
Region IV-A	Quezon	301333	Jomalig NHS	Jomalig	Talisoy (Pop.)	Talisoy	1
Region IV-A	Quezon	301336	Katimo NHS	Tagkawayan	Katimo	Katimo	1
Region IV-A	Quezon	301338	Kinatukutan NHS	Tagkawayan	Kinatukutan	Kinatukutan	1
Region IV-A	Quezon	301339	Lagay NHS	Calauag	Lagay	Lagay	1
Region IV-A	Quezon	301340	Lamon Bay SOF - Main Gumaca	Gumaca	San Vicente	San Vicente	1
Region IV-A	Quezon	301341	Lamon Bay SOF Annex - Capaluhan, Calauag	Calauag	Kapaluhan	Capaluhan	1
Region IV-A	Quezon	301343	Langgas NHS	Infanta	Langgas	Langgas	1
Region IV-A	Quezon	301371	Leonarda D. Vera Cruz NHS (Formerly Panson NHS)	Unisan	Panson Ibaba	Ibabang Panson	1
Region IV-A	Quezon	301344	Lilo NHS	Panukulan	Lilo	Lilo	1
Region IV-A	Quezon	308029	Libo NHS - Borbon Annex	Panukulan	Borbon	Borbon	1
Region IV-A	Quezon	301337	Lina Gayeta-Lasquet NHS (Formerly Kinagunan Ibaba NHS)	Padre Burgos	Kinagunan Ibaba	Kinagunan Ibaba	1



Region IV-A	Quezon	308007	Lwayway NHS	Mauban	Lwayway	Lwayway	1
Region IV-A	Quezon	301345	Lopez National Comprehensive HS	Lopez	Magsaysay (Pob.)	Maharlika Highway	1
Region IV-A	Quezon	308039	Lualaba D. Edaño NHS	San Francisco (Aurora)	Nasalaan	Nasalaan	1
Region IV-A	Quezon	301348	Lusitan NHS	Tiwang	Lusaacan	Alvarez Village Quezon	1
Region IV-A	Quezon	301349	Lulucan NHS	Santaya	Lulucan Malabag	Magallanes	1
Region IV-A	Quezon	301351	Magallanes NHS	Lopez	Magallanes	Magallanes	1
Region IV-A	Quezon	308048	Magallanes NHS-Sla. Catalina Extension	Lopez	Santa Catalina	Barangay Sla. Catalina	1
Region IV-A	Quezon	301283	Magsaysay NHS (Formerly Alos NHS - Magsaysay Extension)	Mulanay	Magsaysay	Magsaysay	1
Region IV-A	Quezon	301354	Malaya NHS	General Luna	Malaya	Malaya	1
Region IV-A	Quezon	308008	Maligaya NHS	Buena Vista	Maligaya (Esperanza)	Maligaya	1
Region IV-A	Quezon	301357	Malusak NHS	Almonan	Malusak	Malusak	1
Region IV-A	Quezon	308045	Mansalay NHS	Tagkawayan	Mansalay	Mansalay	1
Region IV-A	Quezon	301350	Manuel S. Enverga Memorial School of Arts and Trades	Mauban	Soledad	Brgy. Soledad	1
Region IV-A	Quezon	308002	Mapulot NHS	Tagkawayan	Mapulot	Brgy. Mapulot, Tagkawayan, Quezon	1
Region IV-A	Quezon	301380	Marcial B. Villanueva NHS (Formerly San Francisco NHS, San Francisco)	San Francisco (Aurora)	Cawayan I	Cawayan I	1
Region IV-A	Quezon	308001	Matandang Sabang NHS	Catanauan	Matandang Sabang Siangan	Matandang Sabang Siangan	1
Region IV-A	Quezon	301358	Nabangka NHS	Gumayangan	Capuluan Central	Capuluan Central	1
Region IV-A	Quezon	301368	Nagsinamo NHS	Lucban	Nagsinamo	Magsino Street	1
Region IV-A	Quezon	301360	Olongao NHS	Macalelon	Olongao Ibaaba	Tancauco Drive	1
Region IV-A	Quezon	301361	Paaralang Sek. Ng Hen Nakar	General Nakar	Anoling	Anoling	1
Region IV-A	Quezon	301362	Paaralang Sek. Ng Hen Nakar - Maligaya Extension	General Nakar	Maligaya	Centro I Brgy. Maligaya	1
Region IV-A	Quezon	301363	Paaralang Sek. Ng Hen Nakar - Umiray Extension	General Nakar	Umiray	Lajtok	1
Region IV-A	Quezon	301364	Paaralang Sek. Ng Lukban	Lucban	Ailaw	Nat'l Road Brgy. Ailaw Lucban, Quezon	1
Region IV-A	Quezon	301315	Pablo D. Maningas NHS	Quezon	Argosino	Brgy. Argosino	1
Region IV-A	Quezon	301367	Pagbilao Grande Island NHS	Pagbilao	Ibabang Polo	Little Batangas	1
Region IV-A	Quezon	308004	Pagbilao NHS	Pagbilao	Mapapong	Mapapong	1
Region IV-A	Quezon	301369	Pagsangahan NHS	San Francisco (Aurora)	Pagsangahan	Pagsangahan	1
Region IV-A	Quezon	301370	Paiza NHS	Taong	Paiza	Paiza	1
Region IV-A	Quezon	301330	PAKIING NHS	Mulanay	Paking	Paking	1
Region IV-A	Quezon	308009	Pamampangan NHS	Lopez	Pamampangan	Pamampangan	1
Region IV-A	Quezon	301372	Panikhan NHS	Gumaca	Panikhan	Maharlika Hwy	1
Region IV-A	Quezon	301373	Parabog NHS	Mulanay	Parabog	Parabog	1
Region IV-A	Quezon	301374	Patnanungan NHS	Patnanungan	Patnanungan	Patnanungan	1
Region IV-A	Quezon	301375	Perez NHS	Perez	Mapagmahal Pob. (Barangay 2)	Leon Quinto	1



Region IV-A	Quezon	308032	Pili NHS (Formerly Luluacan NHS Pili Ext.)	Sanaya	Pili	Pili	1
Region IV-A	Quezon	301352	Pisips NHS (Formerly Magallanes NHS Pisips Extension)	Lopez	Pisips	Pisips	1
Region IV-A	Quezon	301376	Pilego Community HS	Pilego	Dulong Bayan (Pop.)	Eulatio Glinoga Si	1
Region IV-A	Quezon	301377	Polilo NHS	Polilo	Barro Adero	Bahadero	1
Region IV-A	Quezon	301379	Pugon NHS	San Francisco (Aurora)	Pugon	Pugon	1
Region IV-A	Quezon	308036	Quezon Science HS	City Of Tayabas	Isabang	Diversian Road	1
Region IV-A	Quezon	301380	Recto MNHS	Tiaog	Dupot	Recto	1
Region IV-A	Quezon	301368	Renato Escario Vicente NHS (Formerly Pagangahan NHS-Don Juan Verceles Annex)	San Francisco (Aurora)	Don Juan Verceles	Don Juan Verceles	1
Region IV-A	Quezon	308022	Rufina P. Trinidad Mem. NHS	Calauag	Dapdap	Dapdap	1
Region IV-A	Quezon	301382	Sabang NHS	Polilo	Sabang	Sabang	1
Region IV-A	Quezon	301384	Sampaloc NHS, Sampaloc	Sampaloc	Barot	Barot	1
Region IV-A	Quezon	301385	San Antonio NHS	San Antonio	Sampaguita	Sampaguita	1
Region IV-A	Quezon	301386	San Francisco B NHS	Lopez	San Francisco B	Lopez-Catanauan Road	1
Region IV-A	Quezon	301391	San Isidro NHS	Catanauan	San Isidro	Barangay San Isidro, Catanauan	1
Region IV-A	Quezon	301393	San Isidro NHS, Gen. Luna	General Luna	San Isidro Ilaya	San Isidro Ilaya	1
Region IV-A	Quezon	301394	San Isidro NHS, Padre Burgos	Padre Burgos	San Isidro	San Isidro	1
Region IV-A	Quezon	301396	San Isidro NHS, Tagkawayan	Tagkawayan	San Isidro	San Isidro	1
Region IV-A	Quezon	308026	San Jose NHS (Formerly Tagbacan Ilaya Integ. Sec. Ext. Classes)	Catanauan	San Jose (Anyao)	San Jose Anyao	1
Region IV-A	Quezon	301396	San Juan NHS	Pinukudan	San Juan (Pop.)	Sapang Baro	1
Region IV-A	Quezon	301401	San Roque NHS, Catanauan	Catanauan	0	San Roque	1
Region IV-A	Quezon	301402	San Roque-Ilaya NHS, Calauag	Calauag	San Roque Ilaya	San Roque Ilaya	1
Region IV-A	Quezon	306010	San Vicente Kamuran NHS	Catanauan	San Vicente Kamuran	San Vicente Kamuran	1
Region IV-A	Quezon	301398	Samandalar NHS	Tagkawayan	Manato	Manato	1
Region IV-A	Quezon	308030	Siangang Maliboy NHS	Pagbilao	Siangang Maliboy	Siangang Maliboy	1
Region IV-A	Quezon	301403	Sta. Catalina NHS	Candelaria	Santa Catalina Sur	Sta. Catalina Sur	1
Region IV-A	Quezon	301324	Sta. Cruz NHS	Guinayangan	Santa Cruz	Sta. Cruz	1
Region IV-A	Quezon	301318	Sta. Lucia NHS (Formerly Dagupan NHS Annex - Sta. Lucia)	Dolores	Santa Lucia	Sito Balale	1
Region IV-A	Quezon	308011	Sto. Angel NHS	Calauag	Santo Angel (Pangahoy)	Sito Angel	1
Region IV-A	Quezon	301404	Sto. Domingo NHS	Calauag	Santo Domingo	Sito Domingo	1
Region IV-A	Quezon	301389	Sto. Nino Ilaya NHS (Formerly San Francisco B NHS Sto. Nino Ilaya Ext.)	Lopez	Santo Nino Ilaya	Sito Nino Ilaya	1
Region IV-A	Quezon	308003	Sto. Nino NHS (Formerly Pagangahan NHS Ext. Sto. Nino)	San Francisco (Aurora)	Santo Nino	Sito Nino	1

Region IV-A	Quezon	301405	Tabason NHS	Tagkawayan	Tabason	1
Region IV-A	Quezon	301392	Tagabas Ibaba NHS (Formerly San Isidro NHS - Tagabas Ibaba Ext)	Catanauan	Tagabas Ibaba	1
Region IV-A	Quezon	301312	Tagbacan NHS (Formerly Tagbacan Ilaya IS)	Catanauan	Tagbacan Ilaya	1
Region IV-A	Quezon	301406	Tagkawayan NHS	Tagkawayan	Munting Parang	1
Region IV-A	Quezon	301407	Talipan NHS	Paglalao	Talipan	1
Region IV-A	Quezon	301408	Talong NHS	Pollib	Talong	1
Region IV-A	Quezon	301410	Tongohin NHS	Infanta	Tongohin	1
Region IV-A	Quezon	301413	Ungos NHS Extension - Llavac	Real	Llavac	1
Region IV-A	Quezon	301412	Ungos NHS	Real	Ungos	1
Region IV-A	Quezon	309026	Ungos NHS - Lubayat Extension Class	Real	Brig. Lubayat, Real, Quezon	1
Region IV-A	Quezon	301414	Unisan NHS	Unisan	F. De Jesus (Pop.)	1
Region IV-A	Quezon	301353	Veronica NHS (Formerly Magallanes NHS Veronica Extension)	Lopez	Veronica	1
Region IV-A	Quezon	308013	Vila San Isidro NHS	Calauag	Vila San Isidro	1
Region IV-A	Quezon	308031	White Cliff NHS	San Narciso	White Cliff Narciso, Quezon	1
Region IV-A	Rizal	308103	Abuyod NHS	Teresa	Dalig	1
Region IV-A	Rizal	301417	Angono NHS	Angono	Kalayaan	1
Region IV-A	Rizal	301428	Bagumbong NHS	Jala-Jala	Bagumbong	1
Region IV-A	Rizal	342568	Baras Senior HS	Baras	F. Manalo St	1
Region IV-A	Rizal	308124	Baras-Pinugay NHS	Baras	Pinugay	1
Region IV-A	Rizal	301430	Bayugo NHS	Jala-Jala	Bayugo	1
Region IV-A	Rizal	301432	Bernardo F. San Juan NHS	Cardona	San Roque (Pop.)	1
Region IV-A	Rizal	308132	Bugarr NHS	Pillia	Halayhayin	1
Region IV-A	Rizal	342564	Cañta Senior HS	Cañta	0	1
Region IV-A	Rizal	301433	Carlos "Botong" V. Francisco NHS	Angono	Maabang Parang	1
Region IV-A	Rizal	301434	Catalino D. Salazar NHS - Senior HS	Cardona	Subay	1
Region IV-A	Rizal	301436	Don Jose M. Ynares Sr. Memorial NHS	Binangonan	San Carlos	1
Region IV-A	Rizal	308121	Hulo NHS	Pillia	Hulo (Pop.)	1
Region IV-A	Rizal	308120	Jalajala NHS	Jala-Jala	Special District (Pop.)	1
Region IV-A	Rizal	301445	Janosia NHS	Binangonan	Janosia	1
Region IV-A	Rizal	342562	Kasiglahan Village Senior HS	Rodriguez (Montalban)	Phase 1K2, Kasiglahan Village, San Jose, Rodriguez, Rizal	1
Region IV-A	Rizal	301447	Mallaya NHS	Pillia	Mallaya	1
Region IV-A	Rizal	308104	Margarita A. Duavit NHS	Binangonan	Pila Pila	1
Region IV-A	Rizal	301452	Morong NHS	Morong	San Juan (Pop.)	1
Region IV-A	Rizal				Tomás Cleudio St. Cor Sumulong St.	1

