



Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-091522-016

MEMORANDUM

15 September 2022

TO : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS**

FROM : **ATTY. KRISTIAN R. ABLAN**
Undersecretary for Administration

SUBJECT : **DELIVERY AND DISTRIBUTION OF DEPED
COMPUTERIZATION PROGRAM FY 2021 PACKAGES**

The Department of Education (DepEd) continues to support education delivery and operations by providing information technology equipment across various governance levels.

Each DepEd Computerization Program (DCP) FY 2021 package contains a laptop and hard drive. These packages are being delivered by a third party logistics provider to the Regional Offices (RO), Schools Division Offices (SDO) and schools, based on the approved allocation list.

In the ROs and SDOs, the Information Technology Officer (ITO) shall recommend a list of recipients, subject to the approval of the Regional Director or Schools Division Superintendent, prioritizing personnel who have not been issued laptops from the Central Office deliveries from 2018 to 2022.

In the schools, the School Head shall identify the list of recipients primarily for use in teaching and learning. It is recommended that the designated School ICT Coordinator be considered as one of the recipients. Since the allocation is intended for the school, the devices may be reassigned as needed, including but not limited to when one of the identified recipients is transferred to another school, reassigned, resigned, retired or terminated.

The Supply Officers and School Property Custodians shall be responsible for releasing the devices based on the approved recipient list following the established property and supply management processes.

For clarifications or queries, please contact Mr. John Harvey Hontiveros of the Technology Infrastructure Division through dcp.recipients@deped.gov.ph or (02)86332363.

For your information and guidance.

Thank you.

Office of the Undersecretary for Administration

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