


Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Arca, Dumaguete City

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Division Memorandum

No. 327, s 2017

To : Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ District-In-Charge
Public Elementary and Secondary School Heads
District Elementary and Secondary ICT Coordinators
Elementary and Secondary Property Custodians
Elementary and Secondary ICT Coordinators

From: 
SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Asst. Regional Director
Concurrent Schools Division Superintendent
6/28/17

Subject: **REITERATION OF DCP PACKAGES ACCOUNTABILITY, CUSTODY,
UTILIZATION AND WARRANTY POLICIES**

Date: June 27, 2017

1. As per policies reflected in the 2016 DepEd Computerization Program (DCP) Handbook, this Office reiterates the following **School Accountability, Utilization, Custody and Warranty Policies** of the DCP Packages received:

- a. On the accountability side, the *Asset Management Division (AMD)* of the Department of Education require that only those holding "Permanent" positions should be issued IT Equipment through a Property Acknowledgement Receipt (PAR) formerly known as the 'Acknowledgement Receipt of Equipment (ARE).
- b. The DCP Packages received by each recipient school should be used by the teacher/s and students only for school-related activities. All IT equipment should be housed inside the School Computer Laboratory. For security reasons, no single



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IT equipment or any computer accessories will be drawn out from the laboratory that includes the printers, LCD projectors, speakers, networking peripherals and etc. Laptop should be under the **custody** of the **School ICT Coordinator** but still this can be used by other subject teachers for instruction purposes.

- c. DCP Packages are accompanied with a three (3) year comprehensive and on-site warranty for the whole IT equipment package including networking peripherals and operation maintenance of all licensed software products. The projector lamps and printer consumables included in the package are provided with a one (1) year warranty only.
- d. The warranty period commence upon the final acceptance of the IT Packages by the School Property Custodians. During the warranty period, only the representatives of the Supplier/Authorized Service Center are allowed to open/diagnose/repair and/or replace the defective items/equipment. Report immediately to the Supplier or to its Authorized Service Center representative any request for technical assistance via SMS and electronic mail.

2. Immediate and widest dissemination to this division memorandum is enjoined.