



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet, 2601
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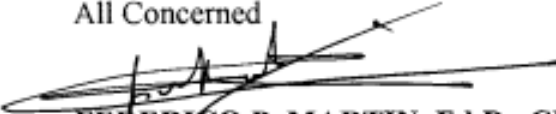


April 11, 2017

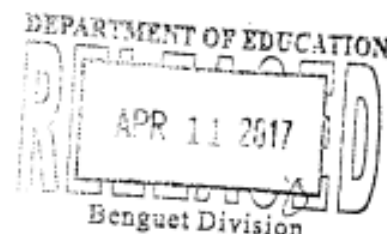
DIVISION MEMORANDUM

No. 067, s. 2017

TO: All Elementary & Secondary School Heads
All Teacher In-Charge
All Concerned

FROM: 
FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

SUBJECT: Submission of obligatory DCP documents for DCP School Recipient for batches 24-38



1. Pursuant to the DepEd Computerization Program (DCP) Orientation Handbook dated June 2014, all recipient schools are obligated to submit at least three photocopies of the Delivery Receipts, Inventory & Acceptance Reports (IAR), Training Checklist (for packages which requires training). Thermal stickers and other pertinent documents.
2. Anent thereto, all recipient schools from DCP batches 24 to 38 which were not able to submit the required documents are hereby mandated to submit all required documents to the ICT Unit, Schools Division Office on or before May 31, 2017.
3. All required documents (DR, IAR & TC) shall be accurately filled specifically on the dates of delivery, acceptance, including the name of the recipient school name & ID. Always indicate a check mark if the items were complete or inspected, verified and found in order as to quantity and specifications. All documents that are in need of signature shall be properly signed by the designated signatories before submitting.
4. These documents are prerequisites for the Supply Unit to issue their Property Acceptance Reports (PAR) and for the Accounting Unit to book into the school accounts.
5. Lastly, in case a school DCP package was reported lost/damaged, concerned school seeking a Relief from Accountability will not be acted upon if their DCP package is not book into their school accounts. In such case, the school will suffer the consequence of replacing the lost/damaged DCP package at own expense.
6. For information, guidance and dissemination.