



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BENGUET  
Wangal, La Trinidad, Benguet 2601



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March 23, 2018

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**DIVISION MEMORANDUM**

No. 071, s. 2018

**SUBMISSION OF RECEIPTS OF DepED COMPUTERIZATION PROGRAM (DCP)  
BATCHES 35, 36, 40 to 44 COMPUTER PACKAGES FOR ELEMENTARY/SECONDARY  
PUBLIC SCHOOLS**

TO: Public Schools District Supervisors/District Heads  
DCP Recipient Schools  
Elementary/Secondary Schools Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 101, s. 2018 and the unnumbered DepEd Memorandum dated March 2, 2018, the implementation of the DepEd Computerization Program (DCP) for batches 35,36,40 to 44 will commence on March 5, 2018 for the Delivery while the Installation will commence on March 9, 2018 onwards.
2. In reference to the DepEd Computerization Program (DCP) Orientation Handbook dated June 2015, all recipient schools are obligated to **submit three (3) photocopies** of the following documents:
  - a. Delivery Receipt (DR)
  - b. Inventory & Acceptance Report (IAR)
  - c. Training Checklist (TC)
  - d. Other Important Documents
3. All required documents (DR, IAR, TC & others) shall be accurately filled-up and signed 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.
4. Submit the required documents to the ICTU office, SDO Benguet, Wangal, La Trinidad, Benguet after the installation and training of the school DCP packages or on or before April 30, 2018.
5. Lastly, these required documents are prerequisites for the issuance and signature of the school Property Transfer Receipt (PTR). Enclosed is the Regional Memo No. 101, s. 2018 for reference.
6. For information, guidance and dissemination.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent