



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

July 1, 2024

DIVISION MEMORANDUM

No. 260 , s. 2024

**CORRIGENDUM TO DM NO.223, S.2024 DISTRIBUTION OF DCP PACKAGE 2022
FOR ALS TEACHERS**

TO: Assistant Schools Division Superintendent
Chiefs, (CID and SGOD)
Education Program Supervisors
Schools District Supervisors/District In-Charge
Public Secondary and Elementary School Heads
All others concern

1. In view of the previous memorandum, the school property custodian is requested to receive the units from the Division Office-Supply Office Unit and look for **Ms. Gaye D. Castillo**. The school custodian will receive the five (5) laptops with an Inventory Custodian Slip (ICS), which can be utilized by all teachers (please see attached list). Distribution will commence on July 1 and continue until July 5 of this year.
2. Additionally, the school property custodian should maintain a logbook of users and borrowers and property documents as to who is the user at that time in case something happens. Priority will be given to Alternative Learning System (ALS) teachers.
3. It is strongly encouraged that the laptops remain within the school premises, as these are “shared” laptops that everyone can utilize.

Note: The teachers may take the laptops outside the school premises if necessary for submitting reports, attending training online or face-to-face, or performing other school-related tasks that require these laptops.

4. The DCP laptops for teachers **should remain** in their respective schools and shall not be **carried or transferred to other schools if the ALS teacher is transferring to a different school, retired, or resigned**, as these laptops are budgeted per school.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
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5. The USB recovery drives will be recommended to be retained by the school property custodian, as this is to be used in fixing problems and restoring the functionality of the DCP 2022 laptops for teachers.
6. The DCP 2022 laptops for teachers **shall only be used for DepEd tasks, and users are strongly advised not to use them for personal transactions or activities.**
7. Utmost care and discipline shall be observed in using these government-issued or borrowed devices; the last touch shall be applied in terms of accountability; hence, the school property custodian and ICT Coordinator need to inspect the laptops during the return.
8. The school property custodian or the ICT coordinators shall contact the service provider directly as needed to avail themselves of the 3-year warranty period of the DCP 2022 laptops for teachers and shall submit a narrative report to the Division ICTU quarterly if warranty claims are made.
9. If you discover any of the packages are broken or damaged, please return them as soon as possible to the Supply Office Unit.
10. For any clarifications, you may contact Mr. Ezekel C. Garing, IT Officer 1, through his email address at ezekel.garing@deped.gov.ph.
11. The transportation expenses to be incurred on receiving the laptop shall be charged to the school MOOE or any available local funds, subject to accounting rules and regulations.
12. For information, dissemination, guidance, and compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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**LIST OF ALS SCHOOLS WHO WILL RECEIVE DCP PACKAGE L4T
 2022**

School ID	School Name	School Head
104188	Alfonso Castañeda Central School Learning Center	Romeo G. Arcibal
103980	Ambaguio Central School Learning Center	Lucia M. Balahiw
103906	Aritao Central School Learning Center	Marilyn A. Serapon
103915	Comon Central School Learning Center	Rosemarie A. Bambico
103930	Bagabag Central School LC	Joy A. Salting
103948	Tuao South Elementary School Learning Center	Mary Grace L. Fernandez
502336	Bambang Central Integrated School SPED Center	Trecy C. Ucol
103970	Bambang North CS	Divina I. Ramel
103984	Bayombong Central School	Rubilita B. Tallase
104008	Ipil-Cuneg CLC	Hazan C. Daniel
104021	Diadi Central School Learning Center	Ariel W. Baclig
104042	Dupax del Norte CS LC	Dalita P. Galanta
104037	Belance Elementary School Learning Center	Myrna G. Guzman
104062	DCS- School Learning Center	Alice G Asuncion
104142	San Fabian ES LC	Miya S. Ingusan
104094	Kasibu East Central School LC	Victoria B. Baguilat
104088	Kasibu Central School LC	Catherine P Bullong
104148	Baresbes ES LC	Emma Jane O. Reyes
502221	Solano East Central School Integrated SPED Learning Center	GEMMA N. STA INES
104183	Solano South Central School Learning Center	Jovelyn G. Lacangan
104202	Imugan ES LC	Joseph M. Quesada
104223	Villaverde Central School SPED Center Learning Center	Carlina B. Alayu
104124	Kayapa Central School LC	Antonina D. Palma



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