



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

August 1, 2024

**DIVISION MEMORANDUM**

No. 295, s. 2024

**DISTRIBUTION OF DCP PACKAGE 2023 AND 2024 FOR SELECTED NON-TEACHING PERSONNEL**

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 relation to Memorandum ICTS-OD-MM-2024-0315, Guidelines on the Delivery and Distribution of DCP Packages 2023 and 2024, dated July 22, 2024, the school property custodian of the selected recipient, Administrative Officer II, is requested to receive the unit from the Schools Division Office-Supply Office Unit. Look for **Ma'am Gaye D. Castillo**. The recipient will receive one (1) laptop (*please see Annex A of the DCP recipients for 2023 and 2024*). Distribution will commence on August 5 and continue until August 9 of this year.
2. Additionally, the selection of administrative officers to be provided with a laptop was made based on the date of employment, and if an employee was given a laptop, we did not include them as given.
3. The USB recovery drives will be retained by the Division ITO, as this is to be used in fixing problems and restoring the functionality of the DCP 2023 and 2024 laptops for teachers. Please coordinate with the Division ITO if you are going to use the said drives.
4. The DCP 2023 and 2024 laptops for non-teaching **shall only be used for DepEd tasks, and users are strongly advised not to use them for personal transactions or activities.**
5. The utmost care and discipline shall be observed in using these government-issued laptops. The school property custodian and ICT Coordinator need to inspect the laptops during the return.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
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6. 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 2023 and 2024 laptops for non-teaching and shall submit a narrative report to the Division ICTU quarterly if warranty claims are made.
7. If you discover any of the packages are broken or damaged, please return them as soon as possible to the Supply Office Unit.
8. For any clarifications, you may contact Division Information Technology Officer 1 through his email address at [ezekel.garing@deped.gov.ph](mailto:ezekel.garing@deped.gov.ph) or message the ICT Nueva Vizcaya Facebook page at <https://www.facebook.com/ict.nuevavizcaya>.
9. 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.
10. For information, dissemination, guidance, and compliance.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent



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**Annex A**

**LIST OF RECIPIENTS OF L4NT 2023 & 2024**

	Name	School	District
1	YOLANDA L. DUPINIO	Aritao Central School	Aritao West
2	JONATHAN B. GABBAC	Indiana Integrated School	Bambang I
3	EDLYN M. WAKIT	Bambang North Central School	Bambang II
4	ROMELIE S. GURAT	Bayombong Central School/SPED Center	Bayombong I
5	SUNSHINE D. COVITA	Wangal Elementary School	Kasibu East
6	VIVIAN GAY W. NAVARETTE	Kasibu Central School	Kasibu West
7	LOVELY PRINCESS G. RAMOS	Solano East Central School	Solano I
8	MYJELLA E. GABBAC	Nagcuartelan Elementary School	Aritao West
9	REXELDA B. BANCOD	Murong Elementary School	Bagabag I
10	KARINA GENEVY B. ANCHETA	Busilac Elementary School	Bayombong I
11	NOEL JAY S. BLANCO	Vista Hills Elementary School	Bayombong I
12	ALONA D. CAPAYAN	Buyasyas Primary School	Eastern Kayapa
13	LOVELY C. OBNIALA	Baan Elementary School	Eastern Kayapa
14	KATHLYN JOY S. GALVIZO	Bonifacio Elementary School	Quezon
15	DORINA V. SAMPAGA	Bintawan South Elementary School	Villaverde
16	JO ANNE C. AGBAYANI	Mandunot Elementary School	Alfonso Castañeda
17	MICHELLE T. BENTRES	Galintuja Elementary School	Alfonso Castañeda
18	NOELITA A. CRUZ	Abuyo Elementary School	Alfonso Castañeda
19	ARSENIA L. ALIS	Daclig Elementary School	Ambaguio
20	JANICE R. TILLAMA	Cablahan Elementary School	Ambaguio
21	JOAN D. BENIGNO	Ambaguio Central School	Ambaguio
22	JOHN B. DULNUAN	Dulli Integrated School (detailed in Tiblac Elementary School)	Ambaguio
23	KHRISTINE MAE D. DELA CRUZ	Laylaya Primary School	Ambaguio
24	MICHELLE G. LINDAWAN	Napo Elementary School	Ambaguio
25	ROSALINE A. BANGAD	Lihlit Primary School	Ambaguio
26	TERESITA D. OMAS	Dulli Integrated School	Ambaguio



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27	THOMAS G. DUGYON JR.	Pacdal Elementary School	Ambaguio
28	CRISTINE D. JUSON	Cesario M. Tubiera Elementary School	Aritao East
29	ISMAEL N. REGINALDE	Canabuan Elementary School	Aritao East
30	LIDA JEANNE V. MERIA	Tucanon Elementary School	Aritao East
31	MARY JANE N. PABIONA	Latar Elementary School	Aritao East
32	DIVINA M. GALIGUIS	Baan Elementary School	Aritao West
33	FRENLIZ ANN Q. TAMON	Cutar Elementary School	Aritao West
34	RELYN N. ABIVA	Calitlitan Elementary School	Aritao West
35	SHAYRA KAYE D. FERRER	Ukaw Elementary School	Aritao West
36	INGRID Y. GALLOGO	Sta. Cruz Elementary School	Bagabag I
37	MA CASSANDRA LOU D. MANGOMA	BA Bugayong Elementary School	Bagabag I
38	MARIA CHRISTINA R. LAURENTE	Nangalisan Elementary School	Bagabag I
39	CYRELLE SHANE A. PILASPILAS	Pelaway Elementary School Annex	Alfonso Castañeda
40	VAN A. GARINGAN	Cabuaan Elementary School	Bayombong II



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