



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

June 4, 2025

**DIVISION MEMORANDUM**

No. 246 s.2025

**DISTRIBUTION OF DEPED COMPUTERIZATION PROGRAM (DCP)  
PACKAGE FY 2025 - LAPTOP FOR SELECTED  
NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chief Program Supervisors  
Public Schools District Supervisors/Districts In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Division Office, through the Property and Supply Unit, will distribute the laptop computers for the selected **Administrative Officers II** of the schools under the DCP Package FY 2025 procured by the Regional Office.
2. The recipient Administrative Officers II are advised to pick up the laptop computers at the SDO - Property and Supply Office on **June 10, 2025**. The said laptop computers shall be used for official purposes and shall be brought by the recipient to his/her new station in case of reassignment. Attached herewith is the list of recipients.
3. Transportation expenses to be incurred in receiving the laptop computers shall be charged against local funds, subject to the usual accounting, and auditing rules and regulations.
4. The immediate dissemination of and compliance to this Memorandum is directed.



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



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**List of FY 2025 DCP Package For Non- Teaching Personnel Recipients:**

	<b>Administrative Officer II</b>	<b>School</b>	<b>District</b>
1	Nancy B. Tapiceria	Alfonso Castañeda CS	Alfonso Castañeda
2	Rhodalita P. Jamon	Comon CS	Aritao I
3	Jonalyn Agustin	Tabueng ES	Aritao II
4	Rosalinda R. Labiano	Bagabag CS	Bagabag I
5	Franie Gay M. Orotea	Tuao South ES	Bagabag II
6	Ma. Elena T. Cutaran	Bambang CS	Bambang I
7	Scarlet T. Cauilan	Sto. Domingo IS	Bambang I
8	Karina Genevy B. Ancheta	Busilac ES	Bayombong I
9	Wencesla T. Talaro	Bonfal Pilot CS	Bayombong II
10	Angeli Fae B. Ferry	Bonfal West ES	Bayombong II
11	Quennie Rose G. Baptista	Diadi CS	Diadi
12	Lainlanie C. Cristobal	Dupax del Norte CS	Dupax del Norte I
13	Ian Keith D. Ramos	Inaban ES	Dupax del Norte I
14	Rhea B. Lumiuan	Belance ES	Dupax del Norte II
15	Noemi G. Tolentino	Dupax CS	Dupax del Sur
16	Edna O. Victor	Pingkian CS	Eastern Kayapa
17	Alona Capayan	Buyasyas ES	Eastern Kayapa
18	Josephine M. Durana	Kasibu CS	Kasibu West
19	Mae C. Movida	Quezon CS	Quezon
20	Donnabelle S. Ancheta	Santa Fe CS	Santa Fe
21	Ivy F. Gundayao	Solano South CS	Solano II
22	Annabelle C. Palayon	Villaverde CS	Villaverde
23	Cherrylene J. Chian	Kayapa CS	Western Kayapa

**Inclusion of FY 2025 DCP Package for Non-Teaching**

- 1 Acer Laptop
- 1 Acer Backpack
- 1 A4Tech Wireless mouse
- 1 Headset
- 1 128GB USB Flash Drive (recovery drive)