September 3, 2020

To: Chief Education Supervisors
Education Program Supervisors/Specialists/Coordinators
Public School District Supervisors
Public Elementary/Secondary School Principals/Heads/Officers-In-Charge
Unit Heads
ICT Coordinators
Property Custodians

Subject: **VIRTUAL ORIENTATION ON THE GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY2019 DCP RECIPIENTS**
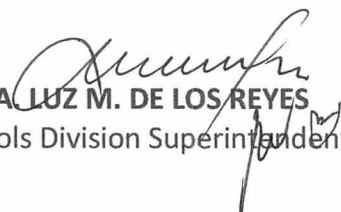
Sir/Madam:

In compliance to the continuing DepEd Computerization Program (DCP), there will be a VIRTUAL ORIENTATION ON THE GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY2019 DCP RECIPIENTS on September 8, 2020, 2:00 PM – 4:00 PM using Microsoft Teams. Required participants in this activity are Principals, ICT Coordinators and Property Custodians of recipient schools. Links shall be provided for the meeting and attendance in the ICT Coordinators' Messenger Group Chat.

Enclosures:
1. OUA MEMO No. 00-0820-0093, August 17, 2020
2. List of Recipient Schools
3. Inspection and Acceptance Report (Batch 2019-01: G4-6 ICT Package and Batch 2019-02: JHS/SHS ICT PACKAGE)
4. Training Checklist

Immediate dissemination of the contents of this Letter is desired.

Very truly yours,

MA. LUZ M. DE LOS REYES
Schools Division Superintendent

Enclosures: As stated
DIVISION LETTER NO. _____62_____, s. 2020

Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0820-0093
MEMORANDUM
17 August 2020

For: **Regional Directors**
         Schools Division Superintendents
         District Supervisors
         Principals and School Heads
         Regional and Division Supply Officers
         Regional and Division IT Officers
         School Property Custodians
         School ICT Coordinators

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY2019 DCP**

The following guidelines are hereby issued for the effective and efficient deployment/delivery of VARIOUS IT PACKAGES under FY2019 DCP DepEd Computerization Program (DCP):

1. **Batch 2019-01: G4-6 ICT Package**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Smart TV	1
4	Wireless Router	1
5	Charging Cart	2
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

2. **Batch 2019-02: JHS/SHS ICT Package**

Item #	Description	Quantity
1	Host laptop	1
2	Laptop	50

Scan this QR Code to view
Videos and Magazines
of Major Programs

3	Wireless Router	1
4	Charging Cart	2
5	Smart TV	1
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

3. **Batch 2019-03: E-textbooks**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Wireless Router	1
4	Charging Cart	2

Note: For Regions II, III, IV-A, V only

A.   DCP DEPLOYMENT:

1. The Goods and Services shall be delivered to the Project sites / recipient schools, within two hundred ten (210) days from issuance of the Notice to Proceed.

2. The Asset Management Division / Supply Office will inform the Division Supply Officers of the deliveries to be made by the suppliers and provide them a copy of the distribution list and schedule of deliveries.

3. The DCP Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the School Property Custodian is not present nor available during the arrival of the DCP package at the school, the School Head/ Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.

4. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.

5. Deliveries after 5pm, holidays including Saturdays and Sundays can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.

6. However, during the actual delivery of DCP packages, if the Supplier found that the recipient school is closed or un-energized or have no available Classroom/ makeshift structures, the Supplier shall deliver the packages to the Division or District Office. The Supply Officer shall perform an initial checking of the delivered DCP package as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).

7. In case the Supplier/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier should replace the missing/damaged items or opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.

B. **UPON DELIVERY OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:**

1. The supplier/forwarder shall bring the following documents to recipient schools and turned over to the **School Property Custodian or designated alternate:**
   1.1 Delivery Receipt;
   1.2 Property Transfer Report (PTR);
   1.3 Inspection and Acceptance Report (IAR); and
   1.4 Training Checklist

2. **The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered DCP package** as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) **prior to signing of Delivery Receipt.**

C. **SIGNING OF INSPECTION AND ACCEPTANCE REPORT (IAR) AND PROPERTY TRANSFER REPORT (PTR)**

1. An inspection will be made on the delivered items by the School Inspectorate Team. The School Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected. The School Inspectorate Team shall see to it that the following requirements are complied with:

   1.1 Inspection of DCP Packages:

      1.1.1 Verify that what was stated in the IAR conforms to actual equipment delivered (technical specifications including the product description, model, brand, and product / serial numbers).
      1.1.2 Verify the quantity stated in the IAR against the actual quantity delivered.
      1.1.3 Inspect for damage.

   1.2 Check for Operability / Functionality

      1.2.1 **Batch 2019-01: G4-6 ICT Package**
         a. Set-up 50 units 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router

      b.   Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working

      c.   Set-up Charging/Storage Cart and check if all 2-in 1 Tablet PCs are charging and all USB cables/ports/ plugs are working

      d.   Set-up the Smart Television and check the following connections if working:
- USB ver. 2.0
- HDMI
- Ethernet
- Bluetooth
- Wi-Fi Support
- Component and Composite Video
- Ethernet
- Bluetooth
- Wi-Fi connect laptop to TV

1.2.2 **Batch 2019-02: JHS/SHS ICT Package**

      a.   50 Laptops can access files from Host Laptop (Host) using Wireless Router

      b.   Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working

      c.   Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working

      d.   Set-up the Smart Television and check the following connections if working:
- USB ver. 2.0
- HDMI
- Ethernet
- Bluetooth
- Wi-Fi Support
- Component and Composite Video
- Ethernet
- Bluetooth
- Wi-Fi connect laptop to TV

1.2.3 **Batch 2019-03: E-textbooks**

      a.   Set-up the 50 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router

      b.   Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working

1.3   Training Requirements

1.3.1   Training stated above shall be provided for at least two (2) teachers from each recipient school. Attendees must

include the school's designated ICT Coordinator and Division IT Officer.

1.3.2   Training manuals in hardcopies and soft copies (in DVD) shall be provided per recipient school.

1.3.3   Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.

1.3.4   Training manuals shall be signed by the participants after completing the required hours of training and certified by the supplier and the ICT Coordinator.

D.   AFTER THE DELIVERIES OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:

1.   The supplier shall bring the following documents back to DepEd - ICTS – TID:

1.1   Signed Delivery Receipts

1.2   Signed Inspection and Acceptance Report (IAR)

1.3   Signed Property Transfer Report (PTR)

2.   The School Property Custodian shall keep the school copy of the above documents.

E.   AFTERSALES SUPPORT:

1.   A three (3)-year comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).

2.   For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:

2.1   Laptop and Tablet Batteries

2.2   Headsets

2.3   Optical Mouse for Laptops

3.   Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall immediately act upon to repair or replace the defective Goods or parts thereof. The period for correction of defects in the warranty period is within seven (7) calendar days from receipt of such notice.

4.   For defects arising from within the first-half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.

5. On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.

6. The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier or collect from any of the securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DepEd may rescind the Contract, without prejudice to other courses of action and remedies open to it.

7. The Division IT Officers must consolidate all unresolved issues from the recipient schools and submit to Regional IT Officers. The Regional IT Officers must transmit all unresolved issues to dcp.recipients@deped.gov.ph. The TID-ICTS to forward all concerns to the appropriate supplier. The Supplier must respond reports indicating resolved, pending and closed issues to DepEd ICTS - Technology Infrastructure Division.

8. DepEd TID-ICTS accommodates non-supplier action report at icts.tid@deped.gov.ph.

F. Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.

G. For clarifications or more information on these matters, please direct concerns to Engr. Ofelia L. Algo, ICTS-TID Chief, at ofelia.algo@deped.gov.ph.

For reference and strict compliance.

ALAIN DEL B. PASCUA
Undersecretary

OUAD00-0820-00 93
To authenticate this document,
please scan the QR Code

Attachments:
a. List of recipients' schools
b. Copy of IAR
c. Copy of Training Checklist

Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance of Various ITPackages under FY2019 DCP Batch 2019-01:G4-6 ICT Package

RECIPIENT SCHOOLS

REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BRGY	ADDRESS	FY 2019 G4-6
Region VI	Aklan	114625	Altavas ES	Altavas	Poblacion	Poblacion	1
Region VI	Aklan	500543	Balete Integrated School	Balete	Poblacion	M.F. Calizo St.	1
Region VI	Aklan	114719	Ibajay Central School	Ibajay	Poblacion	Poblacion, Ibajay, Aklan	1
Region VI	Aklan	114756	Kalibo I ES	Kalibo (Capital)	Poblacion	19 Martyrs St.	1
Region VI	Aklan	114750	Kalibo Pilot Elementary School	Kalibo (Capital)	Poblacion	Mabini	1
Region VI	Aklan	114681	Batan ES	Batan	0	Ambolong	1
Region VI	Aklan	114851	Manocmanoc ES	Malay	Manoc-Manoc	Sitio Bantud,	1
Region VI	Aklan	114838	Col.D.U. Tenzazas MS	Makato	Aglucay	Aglucay	1
Region VI	Aklan	114789	Manika ES	Libacao	Manika	Manika	1
Region VI	Antique	114984	Bugasong CS	Bugasong	Centro Ilawod (Pob.)	Corner Progreso St. & M.H. Del Pilar St.	1
Region VI	Antique	115019	Semirara Elementary School	Caluya	Semirara	Semirara Proper	1
Region VI	Antique	115069	Hamtic Central School	Hamtic	Poblacion 1	Poblacion !, Hamtic, Antique	1
Region VI	Antique	115161	Pandan CS	Pandan	Centro Norte (Pob.)	Centro Norte	1
Region VI	Antique	115179	Col. Ruperto Abellon Sr. MS	Patnongon	Poblacion	Real St.	1
Region VI	Antique	115213	Atabay ES	San Jose (Capital)	Atabay	Atabay, San Jose, Antique	1
Region VI	Antique	115218	Delegate Angel Salazar Jr. MS	San Jose (Capital)	Barangay 8 (Pob.)	Gen. Fullon St.	1
Region VI	Antique	115306	Sibalom Central ELementary School	Sibalom	District Ii (Pob.)	VEÑEGAS ST.	1
Region VI	Bacolod City	117453	Banago ES II	Bacolod City (Capital)	Banago	Purok Bayanihan	1
Region VI	Bacolod City	117477	Don L. Puentevella ES	Bacolod City (Capital)	Taculing	Puentevella Subd.	1
Region VI	Bacolod City	181005	Handumanan Elementary School II	Bacolod City (Capital)	Handumanan	Handumanan, Bacolod City	1
Region VI	Bacolod City	117474	Vista Alegre ES	Bacolod City (Capital)	Vista Alegre	Purok Katilingban	1
Region VI	Bago City	117504	Bago City ES	Bago City	-	-	1
Region VI	Bago City	117498	J.L Araneta ES	Bago City	-	-	1
Region VI	Bago City	117517	Ma-ao Sugar Central ES	Bago City	-	-	1
Region VI	Bago City	117523	Ma-ao ES	Bago City	-	-	1
Region VI	Cadiz City	117529	Agudo ES	Cadiz City	-	-	1
Region VI	Cadiz City	117573	Caduha-an ES	Cadiz City	Caduha-An	Caduha-an Proper	1
Region VI	Cadiz City	117569	Aluyan ES	Cadiz City	-	-	1
Region VI	Cadiz City	117547	Cotcot ES	Cadiz City	-	-	1
Region VI	Cadiz City	117552	Igcamalig ES	Cadiz City	-	-	1
Region VI	Cadiz City	117564	Luis Uy Chiat ES	Cadiz City	-	-	1
Region VI	Cadiz City	117555	Sangay ES	Cadiz City	-	-	1
Region VI	Capiz	115711	Domingo M. Locsin ES (Cabugcabug)	President Roxas	Poblacion (Elizalde)	Poblacion	1

Region VI	Guimaras	115821	Buenavista Central School	Buenavista	New Poblacion (Calingao)	New Poblacion, Buenavista, Guimaras	1
Region VI	Guimaras	115873	San Miguel Central School	Jordan (Capital)	San Miguel	San Miguel Jordan Guimaras	1
Region VI	Himamaylan City	117107	Talaban ES	City Of Himamaylan	Talaban	-N/A	1
Region VI	Iloilo	116105	Bingawan CES	Bingawan			1
Region VI	Iloilo	116012	Balasan CES	Balasan	Poblacion Sur	Malunda St.	1
Region VI	Iloilo	116043	Barotac Nuevo CES	Barotac Nuevo	Lagubang	n/a	1
Region VI	Iloilo	116153	Tiring CES	Cabatuan			1
Region VI	Iloilo	116160	Calinog ES	Calinog	Poblacion Ilaya	Delgado	1
Region VI	Iloilo	116212	Carles CS	Carles	Poblacion	F. Ramos	1
Region VI	Iloilo	116242	Concepcion CS	Concepcion	Poblacion	Azucena	1
Region VI	Iloilo	116323	Dumangas CES	Dumangas	Burgos-Regidor (Pob.)	Evangelista St.	1
Region VI	Iloilo	116350	Andres S. Ravena ES (Gogo ES)	Estancia	Gogo	Purok I	1
Region VI	Iloilo	116375	Igbaras CES	Igbaras	Barangay 2 Poblacion	Melliza St.	1
Region VI	Iloilo	116428	Don Eugenio Ladrido MES	Lambunao	Poblacion Ilawod	Ladrido	1
Region VI	Iloilo	116747	San Joaquin South Central Elementary School	San Joaquin			1
Region VI	Iloilo	116546	Maasin CES	Maasin	Mari Pob. (Mabini-Rizal)	Rizal	1
Region VI	Iloilo	116602	Mina Central School	Mina	Mina East (Pob.)	Rizal	1
Region VI	Iloilo	116620	Botong-Cabanbanan Elem. School	Oton	Cabanbanan	Cabanbanan Oton, Iloilo	1
Region VI	Iloilo	116451	Caninguan CS	Lambunao			1
Region VI	Iloilo	116671	Rizal ES	Pototan	Primitivo Ledesma Ward (Pob.)	Rizal Street	1
Region VI	Iloilo	116691	San Dionisio CES	San Dionisio	Poblacion	J.M. Basa Street	1
Region VI	Iloilo	116740	San Joaquin Central Elementary School	San Joaquin	Purok 2 (Pob.)	Rizal St., Purok 2	1
Region VI	Iloilo	116813	Sta. Barbara CES	Santa Barbara	Barangay Zone Iii (Pob.)	Roosevelt St.	1
Region VI	Iloilo	116778	Ilaya ES	Sara	Poblacion Ilaya	A. Yusay St.	1
Region VI	Iloilo	116839	Tigbauan CES	Tigbauan	Barangay 9 (Pob.)	Taldelore St., Brgy 9	1
Region VI	Iloilo	116863	Zarraga CES	Zarraga	Malunang	Real St.	1
Region VI	Iloilo City	117627	A. Montes ES II	Iloilo City (Capital)	Santo Rosario-Duran	Duran Street	1
Region VI	Iloilo City	117580	Arevalo ES	Iloilo City (Capital)	San Jose (Arevalo)	J.V. Jocson	1
Region VI	Iloilo City	117628	Bo. Obrero ES	Iloilo City (Capital)	Obrero-Lapuz	Zone 2	1
Region VI	Iloilo City	117620	Esteban Juntado Sr. Memorial Elem. School	Iloilo City (Capital)	Calumpang	Zone 1	1
Region VI	Iloilo City	117615	Hibao-an ES	Iloilo City (Capital)	Hibao-An Sur	Hibao-an Sur Mandurriao, Iloilo City	1
Region VI	Iloilo City	117603	J.L. Tiongco MS	Iloilo City (Capital)	Tabuc Suba (Jaro)	Delfin Gonzales Avenue	1

Region VI	Iloilo City	117597	Jaro ES I	Iloilo City (Capital)	Cuartero	Cuartero Street	1
Region VI	Iloilo City	117598	Jaro II Elementary School	Iloilo City (Capital)	Cuartero	Cuartero Street	1
Region VI	Iloilo City	117606	La Paz ES I	Iloilo City (Capital)	Divinagracia	Huervana	1
Region VI	Iloilo City	117629	Jalandoni Memorial ES	Iloilo City (Capital)	Jalandoni-Estate Lapuz	Jalandoni Street, Lapuz, Iloilo City	1
Region VI	Iloilo City	117617	Mandurriao Elementary School	Iloilo City (Capital)	Oã'Ate De Leon	R. Mapa	1

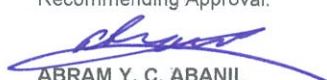|							
Region VI	Iloilo City	117619	Baluarte ES	Iloilo City (Capital)	East Baluarte	Lopez Jaena, Molo, Iloilo City	1
Region VI	Iloilo City	117609	Nabitasan ES	Iloilo City (Capital)	Nabitasan	Nabitasan, Lapaz, Iloilo City	1
Region VI	Iloilo City	117590	Rizal Elementary School	Iloilo City (Capital)	Tanza-Esperanza	Ledesma St.	1
Region VI	Iloilo City	117602	Sambag ES	Iloilo City (Capital)	Sambag	Barangay Sambag, Jaro, Iloilo City	1
Region VI	Iloilo City	117621	I. Arroyo ES	Iloilo City (Capital)	North Fundidor	Avanceña St., North Fundidor, Molo, Iloilo City	1
Region VI	Iloilo City	117584	Sto. Domingo ES	Iloilo City (Capital)	Santo Domingo	Guanco St.	1
Region VI	Iloilo City	117585	Sto. Niño Sur ES	Iloilo City (Capital)	Santo Nino Sur	-Sto. Sur, Arevalo, Iloilo City	1
Region VI	Iloilo City	117610	Ticud ES	Iloilo City (Capital)	Ticud (La Paz)	Brgy. Ticud, La Paz, Iloilo City	1
Region VI	Kabankalan City	117876	Binicuil ES	City Of Kabankalan	Binicuil	Purok Malinong	1
Region VI	Kabankalan City	117856	Camansi ES	City Of Kabankalan	Camansi	PUROK 1	1
Region VI	Kabankalan City	117836	Carol-an ES	City Of Kabankalan	Carol-An	Tuburan	1
Region VI	Kabankalan City	117858	Esteban Abada Memorial School - East ES	City Of Kabankalan			1
Region VI	Kabankalan City	117840	Esteban Abada Memorial School - West ES	City Of Kabankalan			1
Region VI	La Carlota City	117647	La Carlota South ES II	La Carlota City	0	Gurrea St.,	1
Region VI	Negros Occidental	117389	Talisay South ES	Talisay City			1
Region VI	Negros Occidental	117447	Victorias North ES	City Of Victorias	0	-Quezon Street	1
Region VI	Negros Occidental	117203	Isabela 2 CES	Isabela	0	Regalado St.	1
Region VI	Negros Occidental	117192	Isabela West ES	Isabela	Barangay 4 (Pob.)	Panganiban Street	1
Region VI	Negros Occidental	117248	Manapla ES	Manapla			1
Region VI	Negros Occidental	117402	Bug-ang ES	Toboso	Bug-Ang	Purok Malipayon	1
Region VI	Passi City	500205	Man-it Integrated School	City Of Passi	Man-It	Man-it	1
Region VI	Passi City	117908	Passi I Central School	City Of Passi	Poblacion Ilawod	M. Palmares St.	1
Region VI	Roxas City	117666	Banica Elementary School	Roxas City (Capital)	Banica	Ellieta St. Roxas City	1
Region VI	Roxas City	117668	Don Francisco Dinglasan MS	Roxas City (Capital)	Punta Tabuc	-	1
Region VI	Roxas City	117685	Lawa-an ES	Roxas City (Capital)	Lawa-An	Lawa-an,Roxas City	1
Region VI	Roxas City	117673	Plaridel West ES	Roxas City (Capital)	0	Plaridel St.	1
Region VI	Roxas City	117661	Pres. Manuel Roxas MS - North	Roxas City (Capital)	Tanque	Arnaldo Blvd.	1
Region VI	Sagay City	117724	Bato ES	Sagay City			1
Region VI	Sagay City	117716	Gil Lopez ES	Sagay City			1
Region VI	San Carlos City	117800	Tandang Sora ES	San Carlos City			1

100

Prepared By:

CARMELLA A. BERROYA
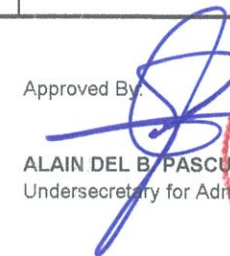Technical Assistant II

Reviewed By:

ENGR. OFELIA L. ALGO
IT Officer III
Chief, Technology Infrastructure Division

Recommending Approval:

ABRAM Y. C. ABANIL
Director IV, ICTS

Approved By:

ALAIN DEL B. PASCUA
Undersecretary for Administration

Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance of Various ITPackages under FY2019 DCP :
Batch 2019-02:JHS/SHS ICT

RECIPIENT SCHOOLS

REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BRGY	ADDRESS	FY 2019 JHS/SHS
Region VI	Antique	302341	Antique NS	San Jose (Capital)	Barangay 2 (Pob.)	T.A. Fornier St.	1
Region VI	Antique	302342	Antique Vocational School	Bugasong	Centro Ilaya (Pob.)	Rizal Street ,Bugasong Antique	1
Region VI	Antique	302367	Northern Antique Vocational School	Culasi	Centro Poblacion	Alojado St.	1
Region VI	Bacolod City	302701	Bacolod City NHS	Bacolod City (Capital)	Taculing	P. Hernaez St.	1
Region VI	Bacolod City	302705	Domingo Lacson NHS	Bacolod City (Capital)	Banago	Sta. Clara Subdivision	1
Region VI	Bacolod City	302712	Handumanan NHS	Bacolod City (Capital)	Handumanan	Zone 5 Handumanan	1
Region VI	Bacolod City	302716	Sum-ag National High School	Bacolod City (Capital)	Sum-Ag	San Juan St.	1
Region VI	Bago City	302724	Ramon Torres Louisiana NHS	Bago City	Ma-Ao Barrio	Hda. Louisiana	1
Region VI	Bago City	302719	Ramon Torres NHS	Bago City	Balingasag	Gen. Luna Street	1
Region VI	Cadiz City	302730	Dr. Vicente F. Gustilo Memorial NHS	Cadiz City	Barangay 3 Pob. (Zone 3)	Cabahug Street, Cadiz City	1
Region VI	Capiz	302388	Cabugcabug NHS	President Roxas	Cabugcabug	Cabugcabug, Pres. Roxas	1
Region VI	Capiz	302391	Capiz National High School	Roxas City (Capital)	Tiza	Fuentes Drive	1
Region VI	Capiz	302413	Maayon NHS	Ma-Ayon	0	Poblacion, Maayon	1
Region VI	Capiz	302418	Panitan National High School	Panitan	Poblacion Ilawod	-	1
Region VI	Capiz	302420	Pontevedra NHS	Pontevedra	Tacas	TACAS	1
Region VI	Escalante City	302625	Escalante National High School	City Of Escalante	Alimango	Purok High School	1
Region VI	Himamaylan City	302649	Himamaylan NHS	City Of Himamaylan	Barangay Iii (Pob.)	Vasquez St.	1
Region VI	Iloilo	302443	Ajuy NHS	Ajuy	San Antonio	none	1
Region VI	Iloilo	302454	Balasan NHS	Balasan	Balanti-An	-none	1
Region VI	Iloilo	302455	Banate NHS	Banate	Bularan	Taft St.	1
Region VI	Iloilo	302457	Barotac Nuevo National Comprehensive High School	Barotac Nuevo	Ilaya Poblacion	J.T. Bretaña St.	
Region VI	Iloilo	302458	Barotac Viejo National High School	Barotac Viejo	Poblacion	High School Road	
Region VI	Iloilo	302473	Cabatuan NCHS	Cabatuan	Ayaman	Serrano St.	

Region VI	Iloilo	302477	Calinog NCHS	Calinog	Simsiman	Brgy. Simsiman	1
Region VI	Iloilo	302498	Dumangas NHS	Dumangas	Ilaya 1st	Ilaya 1st	1
Region VI	Iloilo	302500	Estancia National High School	Estancia	Tacbuyan	Brgy. Tacbuyan	1
Region VI	Iloilo	302506	Guimbal NHS	Guimbal	Rizal-Tuguisan (Pob.)	Rizal St.	1
Region VI	Iloilo	302509	Iloilo NHS	Iloilo City (Capital)	Luna (La Paz)	Luna St. La Paz	1
Region VI	Iloilo	302512	Janiuay NCHS	Janiuay	Damo-Ong	Damo ong, Janiuay, Iloilo	1
Region VI	Iloilo	302517	Lambunao National High School	Lambunao	Poblacion Ilawod	Ladrido	1
Region VI	Iloilo	302520	Leganes National High School	Leganes	Guinobatan	Calle Progreso	1
Region VI	Iloilo	302522	Leon National High School	Leon	Poblacion	F. Cabarles	1
Region VI	Iloilo	302531	Miagao NHS	Miagao	Igtuba	Brgy. Igtuba, Miagao, Iloilo	1
Region VI	Iloilo	302542	Oton National High School	Oton	Poblacion North	J.P. Laurel St.	1
Region VI	Iloilo	302550	Pavia National High School	Pavia	Purok Ii (Pob.)	Evangelista St.	1
Region VI	Iloilo	302556	Pototan National Comprehensive High School	Pototan	Cau-Ayan	Brgy. Cau-ayan, Pototan, Iloilo	1
Region VI	Iloilo	302516	Leonora S. Salapantan NHS	San Miguel	Bgy. 10 (Pob. R.V.Sanchez St. South)	R.V. Sanchez St.	1
Region VI	Iloilo	302573	Santa Barbara National Comprehensive High School	Santa Barbara	Barangay Zone I (Pob.)	Roosevelt St., Santa Barbara, Iloilo	1
Region VI	Iloilo	302570	Sara NHS	Sara	Alibayog	N/A	1
Region VI	Iloilo	302578	Tigbauan NHS	Tigbauan	Barangay 4 (Pob.)	Tupan Street	1
Region VI	Iloilo	302585	Zarraga National High School	Zarraga	Jalaud Norte	Bga. Bante	1
Region VI	Iloilo City	302738	Iloilo City NHS	Iloilo City (Capital)	Marcelo H. Del Pilar	M.H. del Pilar	1
Region VI	Iloilo City	302744	Jaro National High School	Iloilo City (Capital)	Cuartero	Fajardo Ext.	1
Region VI	Iloilo City	302747	La Paz NHS	Iloilo City (Capital)	Lopez Jaena Sur	Jereos Ext.	1
Region VI	Iloilo City	302749	Mandurriao NHS	Iloilo City (Capital)	Abeto Mirasol Taft South (Quirino Abeto)	Q. Abeto	1
Region VI	Iloilo City	302750	Ramon Avancena NHS	Iloilo City (Capital)	Yulo Drive	Yulo Drive	1
Region VI	Kabankalan City	302793	Florentino Galang Sr. NHS	City Of Kabankalan	Oringao	Puro Pinetree	1
Region VI	La Carlota City	302751	Doña Hortencia Salas Benedicto NHS	La Carlota City	Barangay Iii (Pob.)	Gurrea Street	1
Region VI	Negros Occidental	302621	Enrique B. Magalona NHS	Enrique B. Magalona (Saravia)	Batea	-National Highway	1
Region VI	Negros Occidental	302651	Hinigaran NHS	Hinigaran	Barangay Iii (Pob.)	Rizal St	1
Region VI	Negros Occidental	302653	Isabela National High School	Isabela	Mansablay	Rizal Extension	1
Region VI	Negros Occidental	302656	La Castellana NHS	La Castellana	Lalagsan	Ramon I. Ligason Sr. Drive, Gomez Street, Brgy. Robles, La Castellana, Negros Occidental	1
Region VI	Negros Occidental	302659	Lopez Jaena NHS	Murcia	Lopez Jaena	SAMBAG	1
Region VI	Negros Occidental	302662	Manapla National High School	Manapla	Tortosa	CROSSING UBOS	1

Region VI	Negros Occidental	302670	Murcia National High School	Murcia	San Miguel	De La Rama St.	1
Region VI	Negros Occidental	302669	Negros Occidental HS	Bacolod City (Capital)	Barangay 7 (Pob.)	Araneta-Hernaez Sts.	1
Region VI	Negros Occidental	302678	Rafael B. Lacson NHS	City Of Talisay	Zone 12 (Pob.)	Felipe Lacson Street	1
Region VI	Negros Occidental	302695	Victorias NHS	City Of Victorias	Barangay V (Pob.)	YAP QUIÑA ST. Victorias City	1
Region VI	Passi City	302805	Passi National High School	City Of Passi	Poblacion Ilawod	Dorillo	1
Region VI	Sagay City	302767	Sagay National High School	Sagay City	Poblacion Ii (Barangay 2)	-National Highway	1
Region VI	San Carlos City	302775	Julio Ledesma National High School	San Carlos City	Palampas	JV Ledesma Avenue	1
Region VI	Silay City	302780	Doña Montserrat Lopez MHS	Silay City	Rizal	Rizal Street, Silay City	1
							62

Prepared By:

CARMELLA A. BERROYA
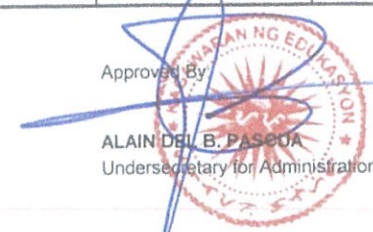Technical Assistant II

Reviewed By:

ENGR. OFELIA L. ALGO
IT Officer III
Chief, Technology Infrastructure Division

Recommending Approval:

ABRAM Y. C. ABANIL
Director IV, ICTS

Approved By:

ALAIN DEL B. PASCUA
Undersecretary for Administration

INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____

Fund Cluster : _____

Supplier : **COLUMBIA TECHNOLOGIES INC.**			
PO No./Date : **2019-10-ICTS3(001&002)-BII-CB-023-C063 / 12/27/2019** **LOT 5 : REGION/S VI, VII & VIII**	IAR No. : _____ Date : _____ Invoice No. : _____ Date : _____		

Requisitioning Office/Dept : Information and Communications Technology Service (ICTS).

School ID : _____

School Name:_____

Stock/ Property No.	Description	Unit	Quantity
PROJECT: Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP			
Batch 2019-01 : G4-6 ICT Package			
Item No. 1	**2-in-1 Tablet PC** **Brand / Model : Acer One 10 D7 2-in-1 Detachable Tablet** **Unit Cost: P13,854.00**	PCS	50
	Convertible or Detachable Keyboard, Cherry Trail, Z8350 Quadcore 1.44 GHz to 1.92 GHz, Minimum 4GB DDR3, Screen Size: 10.1" IPS, Resolution: 1920x1200 Full HD, IPS Technology, Internal: 64 GB EMMC, External: Support SDHC/SDXC up to 128GB, 6Ω/1W Speaker x 2 Built-in Speakers, ∮ 3.5mm standard headphone jack, Camera: Built-in, 2.0 MP Rear and Front Connectivity: Wireless LAN 802.11 b/g /n/ac, Bluetooth 4.0, Ports: 1x USB 3.0 Type C, 1x USB 3.0 and 1 x USB 2.0 Micro, 1x micro SD, 1x Combo Audio Jack, 1x HDMI/Micro HDMI Keyboard: US English Layout, Standard Size, Mouse: Optical, Wireless, Headset: Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd) Other applications to be provided by DepEd,		
Item No. 2	**LAPTOP** **Brand / Model: Acer Travelmate P214-52** **Unit Cost: P32,849.85**	PCS	1
	AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD -/+RW (SATA), 6Ω/1W Speaker x 2 Built-in Speakers, ∮ 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g /n/ac, Bluetooth Ports: 1x USB – C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd), Other applications to be provided by DepEd		
Item No. 3	**SMART TV** **Brand / Model: LG 55UT640S Smart TV (with USB to RCA External Adapter)** **Unit Cost: P29,488.30**	PCS	1
	Resolution: 3840 x 2160, Type: LED or OLED, Size: Min. 55", Connectivity: 2 USB ver. 2.0 and 3.0, 3 HDMI, Ethernet, Bluetooth 5.0, Wi-Fi Support, Component and Composite Video, Android 9.0, Auto Volt / Auto Sensing Frequency, All Deliveries must come with Owner's Manual, Remote Control with Battery/s, Wall Mounting Kit, Meter HDMI Cable		
Item No. 4	**WIRELESS ROUTER** **Brand / Model: TP Link Archer C9 AC1900 Wireless Router** **Unit Cost: P2,491.15**	PCS	1
	Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, 2.4 and 5 GHz (simultaneous dual band), Ports:1x Gigabit WAN port; 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power , Wireless Encryption Up to 128-bit encryption, Operation Modes At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Configuration Setup Browser-based Setup, GUI, Operating Systems MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Input: 100-240V ~ 50-60Hz		
Item No. 5	**CHARGING CART** **Brand / Model : Viewtech V-Cart-PDU26 Charging Cart** **Unit Cost:P24,732.53**	PCS	2
	Branded and brand new, Cart: Can store 27 devices, Multiple level shelves/compartment storage, Removable slots separator, Steel door, Body frame: Sheet Metal , With security bracket(*enable to lock or mount cart to floor or wall with chain), 4 high wheels, With Power cord wrap bracket at the back for safety and convenience, Designed with ventilation holes, At least 1 handle Charging: Can charge 27 tablets simultaneously with one power cord to the wall socket, Power distribution unit (PDU), Insulated shell for electrical shock protection, Voltage rating: 220-230V, Frequency Rating: 50Hz / 60Hz, Circuit breaker for overload protection, Master power on/off switch, Built-in surge suppressor, USB cable/port/plug or equivalent ready for charging (must be compatible with the offered Tablet), Master power cord length: at least 3 meters' long, Electrical standard/ compliance certificate equivalent, Master key and duplicates, Operation manual		
Item No. 6	**3-IN-1 MULTIFUNCTION PRINTER** **Brand / Model: Brother DCP-T510W** **Unit Cost: P8,848.3**	PCS	1
	Branded and brand new, Printing, Copying, Scanning, Printing Resolution 5760 x 1440, Printing Speed ISO/IEC 24734, Colours: Black, Cyan, Yellow, Magenta, Scan speed black A4 300 dpi 1.1msec/line, Scan speed color A4 300 dpi 2.8msec/line, Scanning Resolution 1.200 dpi x 2.400 dpi (Horizontal x Vertical), Output Formats: PDF, JPEG,TIFF, Connectivity: WiFi, USB 2.0, WLAN Security WEP 64 Bit, WEP 128 Bit, WPA PSK (TKIP), WPA PSK (AES),Paper Tray: Number of paper trays 1, Paper Formats A4Duplex Manual, Output Tray Capacity 30 Sheets, Support cloud printing, Windows 7/8/8.1/10, Rated Voltage: AC 100 – 240 V or AC 220 – 240 V, Rated Frequency: 50 – 60 Hz, Power Supply: 220V, User Manual in English		

*************************************Nothing Follows***

INSPECTION	*ACCEPTANCE*
Date Inspected : _____	Date Received : _____
☐ Inspected, verified and found in order as to quantity and specifications	☐ Complete ☐ Partial (pls. specify quantity)
_____ Inspection Officer/Inspection Committee	
_____ Inspection Officer/Inspection Committee	
	_____ Supply and/or Property Custodian
_____ Inspection Officer/Inspection Committee	

INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____

Fund Cluster : _____

Supplier : **COLUMBIA TECHNOLOGIES INC.**	IAR No. : _____
PO No./Date : **2019-10-ICTS3(001&002)-BII-CB-023-C063 / 12/27/2019** **LOT 5 : REGION/S VI, VII & VIII**	Date : _____
Requisitioning Office/Dept : Information and Communications Technology Service (ICTS).	Invoice No. : _____
School ID : _____	Date : _____
School Name:_____	

Stock/ Property No.	Description	Unit	Quantity
	PROJECT: Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP		
	Batch 2019-02:JHS/SHS ICT PACKAGE		
Item No. 1	**HOST LAPTOP** **Acer Travelmate P214-52** **Unit Cost: P32,849.85**	PCS	50
	AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD -/+RW (SATA), 6Ω/1W Speaker x 2 Built-in Speakers, ∮ 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g /n/ac, Bluetooth Ports: 1x USB – C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd), Other applications to be provided by DepEd		
Item No. 2	**LAPTOP** **Acer Travelmate P214-52** **Unit Cost: P32,849.85**	PCS	1
	AMD Ryzen 7 3700 U , 2 GHz Base Speed with turbo speed , 4 cores and 8 thread , 4 MB Cache, 2x 4GB DDR4(expandable to 16 GB), Screen Size: Min 14", Weight: Max 1.75kgs, Resolution: Min 1920x1080(Full HD), Anti Glare LED- Backlit, 2TB HDD SATA 5400 rpm, Optical Drive: Built-in or External, DVD -/+RW (SATA), 6Ω/1W Speaker x 2 Built-in Speakers, ∮ 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g /n/ac, Bluetooth Ports: 1x USB – C 3.1, 2x USB 3.1, 1x USB 2.0, 1x Micro SD, 1x HDMI, 1x Combo Jack, 1x RJ45, Keyboard: US English Layout, Standard Size, Backlit, Mouse: Optical, Wireless, Headset:Over-the-Head, 3.5mm audio jack connection, Multi-touch or Touch Pad with 2 Buttons, Type-C or Standard AC/DC Adapter, Windows 10 Professional ("Shape the Future") SKU with antivirus, Latest Available Microsoft Office (with installer and licensed key to be provided by DepEd), Other applications to be provided by DepEd		
Item No. 3	**WIRELESS ROUTER** **Brand / Model : TP Link Archer C9 AC1900 Wireless Router** **Unit Cost: P2,491.15**	PCS	1
	Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, 2.4 and 5 GHz (simultaneous dual band), Ports:1x Gigabit WAN port; 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power , Wireless Encryption Up to 128-bit encryption, Operation Modes At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Configuration Setup Browser-based Setup, GUI, Operating Systems MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Input: 100-240V ~ 50-60Hz		
Item No. 4	**CHARGING CART** **Brand / Model: Viewtech V-Cart-PDU26LT Charging Cart** **Unit Cost: P24,732.53**	PCS	2
	Cart: Can store 27 devices, Multiple level shelves/compartment storage, Removable slots separator, Steel door, Body frame: Sheet Metal , With security bracket(*enable to lock or mount cart to floor or wall with chain), 4 high wheels, With Power cord wrap bracket at the back for safety and convenience, Designed with ventilation holes, At least 1 handle Charging: Can charge 27 tablets simultaneously with one power cord to the wall socket, Power distribution unit (PDU), Insulated shell for electrical shock protection, Voltage rating: 220-230V, Frequency Rating: 50Hz / 60Hz, Circuit breaker for overload protection, Master power on/off switch, Built-in surge suppressor, USB cable/port/plug or equivalent ready for charging (must be compatible with the offered Tablet), Master power cord length: at least 3 meters' long, Electrical standard/ compliance certificate equivalent, Master key and duplicates, Operation manual		
Item No. 5	**SMART TV** **Brand / Model: LG 55UT640S Smart TV** **Unit Price: P29,488.30**	PCS	1
	Resolution: 3840 x 2160, Type: LED or OLED, Size: Min. 55", Connectivity: 2 USB ver. 2.0 and 3.0, 3 HDMI, Ethernet, Bluetooth 5.0, Wi-Fi Support, Component and Composite Video, Android 9.0, Auto Volt / Auto Sensing Frequency, All Deliveries must come with Owner's Manual, Remote Control with Battery/s, Wall Mounting Kit, Meter HDMI Cable		
Item No. 6	**3-IN-1 MULTIFUNCTION PRINTER** **Brother DCP-T510W** **Unit Cost: P8,848.30**	PCS	1
	Branded and brand new, Printing, Copying, Scanning, Printing Resolution 5760 x 1440, Printing Speed ISO/IEC 24734, Colours: Black, Cyan, Yellow, Magenta, Scan speed black A4 300 dpi 1.1msec/line, Scan speed color A4 300 dpi 2.8msec/line, Scanning Resolution 1.200 dpi x 2.400 dpi (Horizontal x Vertical), Output Formats: PDF, JPEG,TIFF, Connectivity: WiFi, USB 2.0, WLAN Security WEP 64 Bit, WEP 128 Bit, WPA PSK (TKIP), WPA PSK (AES),Paper Tray: Number of paper trays 1, Paper Formats A4Duplex Manual, Output Tray Capacity 30 Sheets, Support cloud printing, Windows 7/8/8.1/10, Rated Voltage: AC 100 – 240 V or AC 220 – 240 V, Rated Frequency: 50 – 60 Hz, Power Supply: 220V, User Manual in English		

**********************************Nothing Follows**********************************

INSPECTION	*ACCEPTANCE*
Date Inspected : _____	Date Received : _____
☐ Inspected, verified and found in order as to quantity and specifications	☐ Complete ☐ Partial (pls. specify quantity)
_____ Inspection Officer/Inspection Committee	
_____ Inspection Officer/Inspection Committee	_____ Supply and/or Property Custodian
_____ Inspection Officer/Inspection Committee	

Republic of the Philippines
DEPARTMENT OF EDUCATION

Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP

1. Batch 2019-01:G4-6 ICT Package
2. Batch 2019-02:JHS/SHS ICT Package
3. Batch 2019-03: E-textbooks

TRAINING CHECKLIST

Name of School: _____   Date of Training: _____
School ID: _____   Duration of Training: _____hour(s)

DCP Batch No.: ☐ **2019-01**   ☐ **2019-02**   ☐ **2019-03**
Type of Training Conducted: **Orientation Only**   ☐
                                          Computer Aided Instruction Only   ☐
                                          Face to Face Lecture and Hands-on   ☐

1. User1: Name (in Print): _____   Signature: _____
2. User2: Name (in Print): _____   Signature: _____
3. User3: Name (in Print): _____   Signature: _____

Please check (√) the appropriate box for topics taken and put (X) for topics taken or (N/A) for items which is not included on this batch.

TRAINING COURSE / DURATION	PARTICULARS	√ or X or N/A
I. Equipment components and functionalities *(60 minutes)*	2-in-1 Tablet PC	
	Host Laptop	
	Laptop	
	Wireless Router	
	Smart TV	
	3-in-1 Printer	
	Charging Cart	
II. Proper installation and configuration of equipment	<u>**Setting up 2-in-1 Tablet**</u>	
	• Basic Info	
	• Buttons functions	

(60 minutes)	• Attached and Detached Tablet to Keyboard	
	• Wireless Connection	
	• Turning On/Off	
	• Connect and access files from the Host Laptop via Wireless Router	
	Setting up Laptop	
	• Basic Info	
	• Laptop Ports Usage	
	• Storage Device	
	• Connect and access files from the Host Laptop via Wireless Router	
	Setting up wireless Router	
	• Setting up the tablet to connect to the wireless Router	
	• Setting up the Laptop to connect to the wireless Router	
	• Setting up the Standalone PC to connect to the wireless Router	
	Setting up Smart TV	
	• Basic Info	
	• TV Ports Usage	
	• Connection via HDMI cable; or Connection via antenna cable, or other possible connections (if available in the school)	
	• How to connect the TV to a network	
	• How to connect Laptop and mobile devices	
	• Connecting an audio/video device	
	• (if available in the school)	
	Setting up Printer	
	• Loading Paper	
	• Turning On/Off	
	Charging Cart	
	• Secure, Organize & Charge 2-in-1 Tablet PCs in the Charging Carts	
	• Secure, Organize & Charge Laptops in the Charging Carts	
III. Hands-on Troubleshooting & System Restoration/Backup *(30 minutes)*	• How to install and set up Operating System (OS), software, Anti-Virus, and necessary drivers to run the PC	
	• How to format, backup and recover data in the hard disk using the recovery disk and one touch recovery function	
	• How to update Operating System (OS) and Antivirus software	

	• How to perform preventive maintenance	
	• How to upgrade and replace the hard disk, memory, CD-ROM and other computer peripherals	
IV. Equipment warranty and technical support procedures *(30 minutes)*	• Steps and procedures for hardware or software failure or malfunctions reporting using the helpdesk	
	• Orientation on the scope of warranties and procedures of the after sales support	

Note: Duration of training is three (3) hours

Conducted by: Certified Correct by:

_____   _____

Name & Signature of Trainer   Name & Signature of School Head/ School ICT

Coordinator

_____

Training Provider

_____

Contact Number/s

TRAINING REQUIREMENTS

- Training stated above shall be provided for at least two (2) teachers from each recipient school.
- Attendees must include the school's designated ICT Coordinator, Division IT Official or ICT Coordinator.
- Training manuals in hardcopies or soft copies (in DVD) shall be provided per recipient school.
- Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
- Training checklist will be signed by the participants after completing the required hours of training.