



DEPARTMENT OF EDUCATION

# DepEd Computerization Program (DCP) Orientation Handbook

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Technical Service



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## Introduction



This Manual contains the necessary information on the equipment to be received by the school as recipient of the DepED Computerization Program (DCP). Large part of this Manual are detailed procedures on the delivery and acceptance of the equipment and accessories. It also includes the warranty coverage of the whole E-Classroom package as well as the steps on how and where to report the defective equipment.



We encourage the school staff to read all the sections of this Manual and keep this for your reference anytime.






## Equipment for Secondary Schools

<b>Summary of Equipment</b>	
8 units Host PC	
42 units desktop virtualization/access terminals/thin client	

<p>1 unit switch, 24 ports, 10/100/1000Mbps</p>	 <p>Documentation / CD-ROM</p> <p>Mounting Brackets / Power Cable</p> <p>TP-Link 24-Port Gigabit Smart Switch with 4 Combo SFP Slots</p>
<p>1 unit Printer with driver software CD and 1 set of ink cartridge</p>	
<p>1 unit Uninterruptible Power Supply (UPS)</p>	
<p>42 units LED Monitor</p>	

42 units USB Keyboard and Mouse	
4 sets Cat 5e Patch Cords	

<b>Software</b>	
Windows Multipoint Server	
Microsoft Office 2013	

Anti-virus software	 
Ncomputing Virtualization Software	
Recovery CD	
NetSupport School	

### Equipment for Elementary Schools

<b>Summary of Equipment</b>	
1 Unit Host PC	











<p>6 units desktop virtualization/access terminals/thin client</p>	
<p>1 unit 3-in-1 inkjet printer with driver software CD and 1 set of ink cartridge</p>	
<p>2 units Projector</p>	
<p>1 unit Uninterruptible Power Supply (UPS)</p>	

<p>7 units LED monitor</p>	 A black HP LED monitor with the HP logo on the screen, mounted on a black stand.
<p>7 units - USB Keyboard and Mouse</p>	 A black USB keyboard and a black mouse connected by a cord.
<p>1 set Patch Cords</p>	 Four blue patch cords of different lengths, each with RJ45 connectors at both ends.

<p>1 unit Laptop with bag</p>	
<p>1 unit multimedia speaker</p>	
<p>1 unit Automatic Voltage Regulator (AVR)</p>	

2 Projector Screens	
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<b>Software</b>	
<p>Operating System: Windows Multipoint Server (for host PC and desktop virtualization)</p> <p>Laptop: Windows 8</p>	 
<p>Microsoft Office 2013</p>	

Anti-virus software	 
Ncomputing Virtualization Software	
Recovery CD	
NetSupport School	

## Pre-delivery

The school must prepare the complete counterpart requirements as prescribed by DepEd Central Office:

1. Room spacious enough to house the computer units
2. Tables
3. Chairs
4. Aircondition OR at least two (2) Electric Fans
5. Sufficient Lighting
6. Windows and Doors with iron grills
7. Proper Electrical Wirings with circuit breaker and proper electrical grounding
8. Standard electrical outlets with appropriate load capacity
9. Engaging the assistance of Barangay Officials for security mechanism

As proof that the recipient school is ready to receive the DCP package, an accomplished School Readiness Checklist must be submitted to DepEd Technical Service prior to delivery.

# Sample School Readiness Checklist



## SCHOOL READINESS CHECKLIST DepEd Computerization Program



**SCHOOL ID:** \_\_\_\_\_ **NAME OF SCHOOL:** \_\_\_\_\_

Classification (if recipient pls. check):

- Main     
  Annex     
  Annex A     
  Annex B  
 Campus A     
  Campus B     
  Campus C

Region: \_\_\_\_\_ Province: \_\_\_\_\_ District: \_\_\_\_\_ City/Municipality: \_\_\_\_\_

Division: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Name of Principal/School Head: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Computer Laboratory In-Charge: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_

Tel. No. (of the school): \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of School Property Custodian: \_\_\_\_\_ Contact No.: \_\_\_\_\_

*In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.*

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. 50 pieces mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least 2 units of stand fan or Aircon	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____

Based on the assessment above, the school is:

- Ready  All criteria (1-9) were satisfactorily met  
 Partially Ready  Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment  
 Not Ready  At least one of critical 1-6 is not met

**RECOMMENDATIONS:**

**ASSESSED BY:**

**CONCURRED BY:**

\_\_\_\_\_  
(Name and signature of Division ICT Coordinator)

\_\_\_\_\_  
(Name and signature of School Head)

## Delivery Procedure

### Information

1. The DepEd Division Office through the ICT is informed of the schedule of deliveries for the recipient schools.
2. The recipient schools are informed of the delivery schedule.
3. The recipient schools receive a call from the Supplier's delivery partner before the actual delivery to confirm that delivery will push through.

### Actual Delivery

1. The delivery truck arrives at the school.
  - 1.1. The delivery personnel looks for the one of the following school representatives to receive the items in the following order:

Property Custodian  
Authorized representative (with authorization letter)

None of the above means **NO DELIVERY**.

- 1.2. If property custodian will receive the items, he/she needs to present Front and Back photocopy of their School ID / DepEd ID
  - 1.3. If the authorized representative will receive the items, he/she needs to present the following:
    - 1.3.1. Authorization Letter signed by the Property Custodian
    - 1.3.2. Front and Back photocopy of the Property Custodian's School ID / DepEd ID
    - 1.3.3. Front and Back photocopy of the representative's School ID / DepEd ID
2. The delivery personnel unload the items in the secure room provided by the school.
3. The property custodian or his/her authorized representative inspect the **BOXES ONLY** for signs of tampering, mishandling or damages.

Look for this sticker (Figure 1) and make sure that it is not torn or removed in any way.

Figure 1. Supplier's Tamper Sticker

PLEASE ENSURE THAT THIS STICKER IS NOT REMOVED / TAMPERED. OTHERWISE, RECIPIENT SCHOOL WILL BE RESPONSIBLE FOR ANY LOSSES/DAMAGES.

ONLY AUTHORIZED <name of supplier> REPRESENTATIVE/S IS/ARE ALLOWED TO OPEN THIS SEAL. ONCE TAMPERED, <name of supplier> WILL NOT BE HELD LIABLE FOR ANY DAMAGE OR LOSS.



As indicated in the Tamper Sticker, **ONLY AUTHORIZED** **REPRESENTATIVES** are allowed to open the box. **DO NOT OPEN** the box even **AFTER** receiving it.

4. If the boxes are OK, school representatives sign the Forwarding **Bill** (Figure 2)



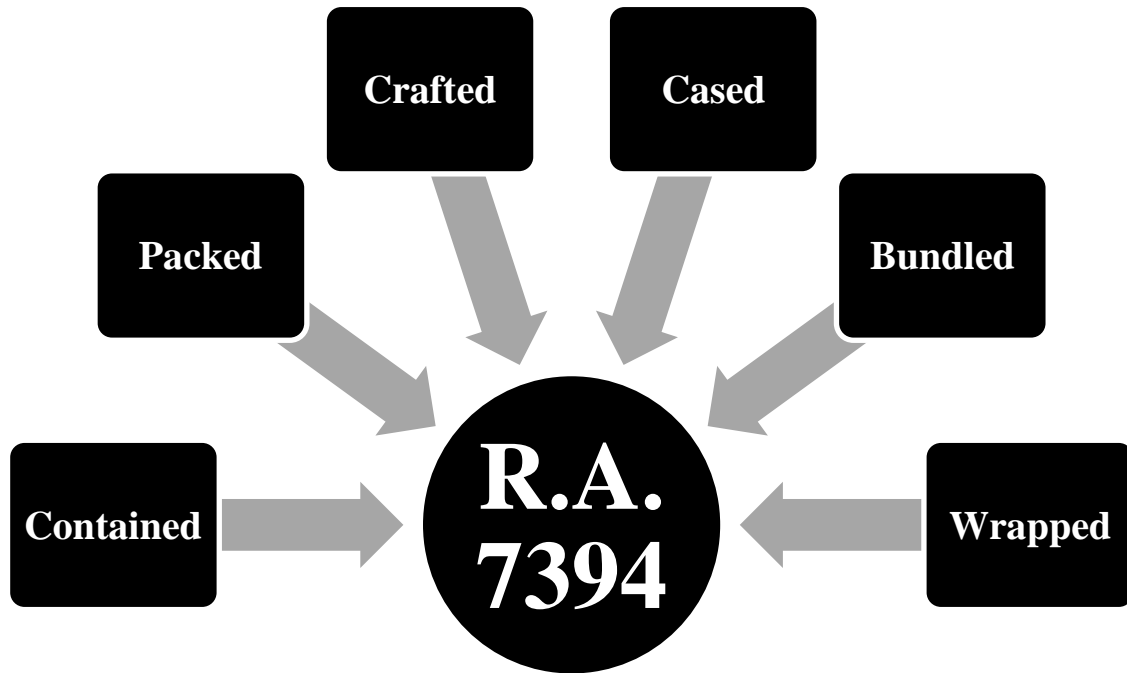
Figure 2. Forwarding Company bill

FORWARDING COMPANY		300 015 815 571	
Date of Shipment		Pick-Up Number	
1 Shipper's Account Number <b>100-000-2412</b>		Contact Numbers (Important For Customer Notification) Phone Mobile No. E-mail Address	
Shipper's Name (Please print)		Company	
Address		Address	
City/Province	Postal/Zip Code	City/Province	
2 Consignee's Account Number		Contact Numbers (Important For Customer Notification) Phone Mobile No. E-mail Address	
Consignee's Name (Please print)		Company	
Address		Address	
City/Province	Postal/Zip Code	City/Province	
3 Contents (Complete Description)		Total Declared Value	
4 Service <input type="checkbox"/> Express DTD <input type="checkbox"/> Deferred DTD <input type="checkbox"/> Cargo		5 Payment <input type="checkbox"/> Bill Shipper <input type="checkbox"/> Bill Consignee <input type="checkbox"/> Bill 3rd Party	
5 Packaging Actual Wgt (kg) Actual Wgt (kg) <input type="checkbox"/> Soft Light Pouch <input type="checkbox"/> Baggage <input type="checkbox"/> Documents <input type="checkbox"/> Sewing Kit <input type="checkbox"/> Non-documents <input type="checkbox"/> Bag & Access <input type="checkbox"/> Small <input type="checkbox"/> Cargo <input type="checkbox"/> Large <input type="checkbox"/> Sewing <input type="checkbox"/> Baggage Box <input type="checkbox"/> Sewing <input type="checkbox"/> Ski <input type="checkbox"/> Sewing <input type="checkbox"/> Top <input type="checkbox"/> Sewing <input type="checkbox"/> Box <input type="checkbox"/> Sewing <input type="checkbox"/> Sewing <input type="checkbox"/> Sewing <input type="checkbox"/> Sewing <input type="checkbox"/> Sewing		6 Consignee Reference	
Total Weight kg To a No of Pkg Total Dimension L W H cm		7 Charges Freight Charge Access Charge Ins DDA DPA Customs Fuel Surcharge Port & Pals Others	
6 Commodity Class <input type="checkbox"/> Regular <input type="checkbox"/> HV <input type="checkbox"/> Perishable <input type="checkbox"/> DG <input type="checkbox"/> Heavyweight		8 Receipts	
7 Delivery Instructions <input type="checkbox"/> HRL <input type="checkbox"/> DDA <input type="checkbox"/> DPA <input type="checkbox"/> With Documents For Return <input type="checkbox"/> Others		9 TOTAL	
8 Sender's Signature X By signing on this document, I agree to the terms and conditions at the back of this non-negotiable waybill		10 Recipient's Signature X Received accompanying shipment in good order and condition	
9 Shipment Acceptance <input type="checkbox"/> Reg Stop <input type="checkbox"/> On Call Stop <input type="checkbox"/> NRAM <input type="checkbox"/> WSC MAM Outlet Account No.		11 Drop-off Location Employee # Date Time <input type="checkbox"/> am <input type="checkbox"/> pm Driver Lic ID	
		12 Del. Center Employee # Date Time <input type="checkbox"/> am <input type="checkbox"/> pm Driver ID	

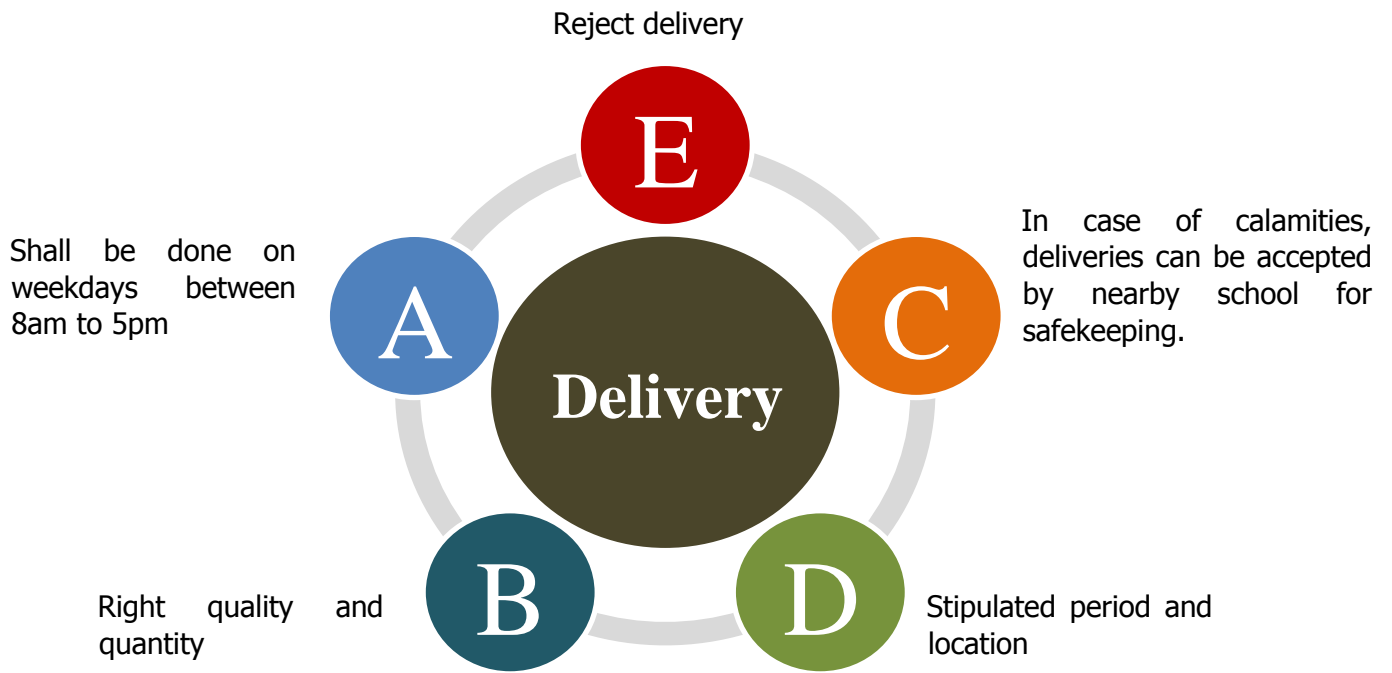


Responsibilities of the supplier/manufacturer/contractor		
<p>1. The delivery must be within the specified period at the location/s indicated in the P.O. or contract.</p> <p>To be done on weekdays between 8am to 5pm</p>	<p>2. The delivery must be in accordance with technical specifications, terms, and conditions.</p>	<p>3. Deliveries are in accordance with the <b>Consumer Act of the Philippines (R.A. 7394)</b></p> <p>"All supplies shall be adequately": contained, packed, crafted, cased, bundled, wrapped</p>
<p>Failure to deliver within the prescribed period, the supplier/manufacturer/ contractor shall be liable for penalty, usually in the form of <b>Liquidated Damages. 1/10 of 1%</b></p> <p>Once the <b>accumulative amount of Liquidated Damages reaches 10% of the contract</b>, the procuring entity <b>can cancel</b> the contract.</p>		
<p><b>Conditions for the extension of the delivery period:</b></p> <p><b>1.</b> Force Majeure: chance occurrence, unforeseeable and/or uncontrollable event <b>2.</b> Fortuitous Event</p> <p><b>3.</b> Events beyond the control of the contractor.</p> <p><b>4.</b> Delay caused by the buyer and/or recipient entity.</p>		
<p>✓ In case of calamities, deliveries can be accepted by nearby schools, but only for safekeeping.</p> <p>✓ Supply Officer/Designated Property Custodian <b>forwards Original DR &amp; Copy 2 of Approved P.O.</b> to the Inspection Committee for inspection of the deliveries</p>		

## CONSUMER ACT OF THE PHILIPPINES



## DELIVERY PROCEDURES



If the boxes are NOT OK, follow the following steps:

- a. Inform the Supplier by calling/texting any of the numbers to be provided.
- b. Inform your Division ICT Coordinator regarding the concern
- c. Make a note in the Airway Bill of the observed problems.

## Reminders

- **Make sure your contact details are updated.** The delivery personnel will not be able to call you if your contact details are wrong.
- **Be present** on the specified date and time of delivery.
- **Inspect the boxes** before receiving.
- **Above all else, do not open the boxes.**
- Supplier policy restricts the opening of the boxes for the protection of the Company, the Courier and the Client in case some items are missing or damaged.

Depending on the circumstances, **for as long as the boxes were not opened** prior to the unboxing by the supplier's authorized representative; a full investigation on the part of the supplier and the forwarder is conducted first before involving the school.

- **When signing documents, please print full names and designations.**

## Unboxing

1. The Supplier's **Authorized Service Partner (ASP)** calls the recipient school to schedule unboxing, installation and training dates.
2. The ASP arrives onsite on the scheduled date and proceeds to inspect the delivered items:
  - 2.1 ASP inspects the condition of the outside box for tampering, mishandling, damage.
  - 2.2 ASP opens the boxes and inspects the condition of items and completeness of items, accessories and other peripherals such as product manuals.
3. If OK, ASP proceeds to the installation step.

## Reminders

- **Be present** on the specified date and time of unboxing.
- **Ensure** that all counterpart requirements have been completed.

## Installation

### Step by step installation

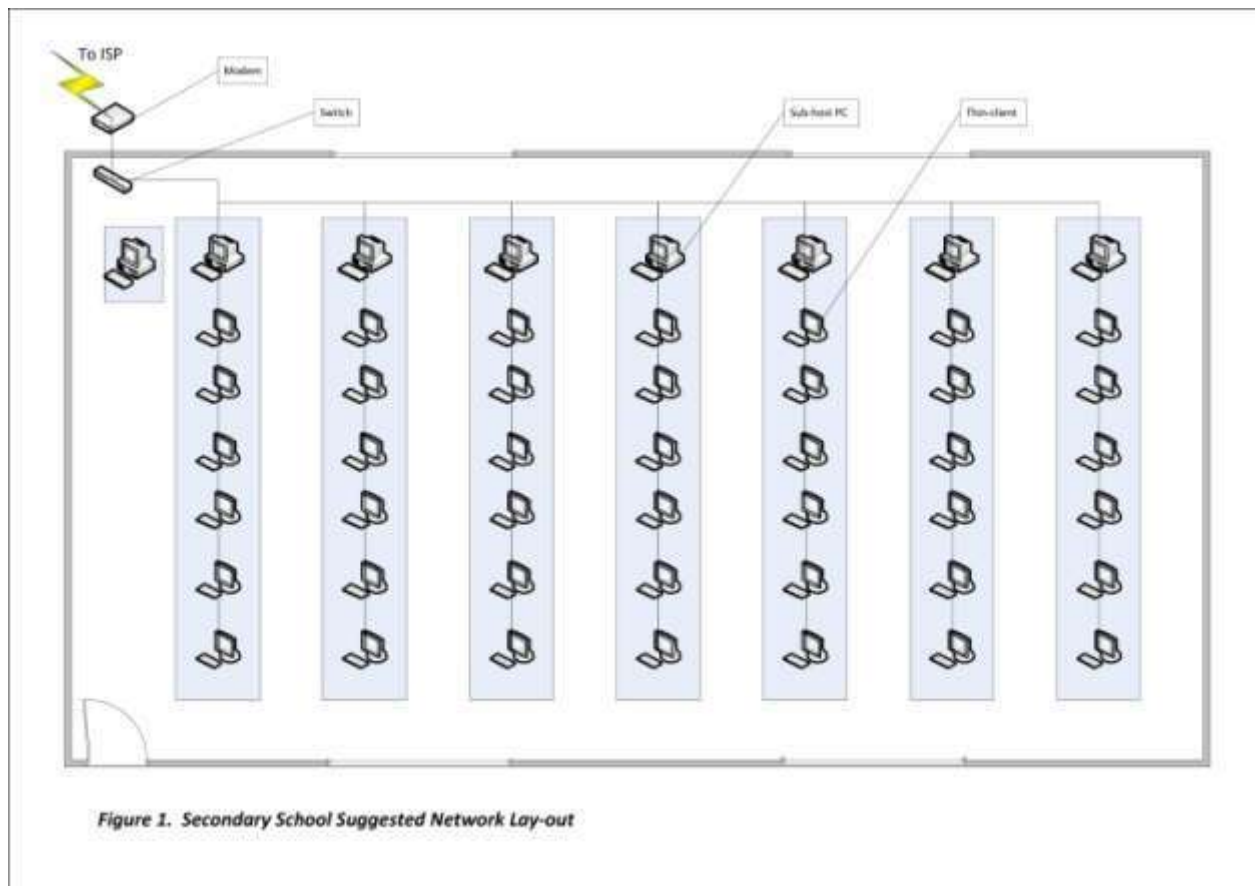
1. After the ASP unboxes the items and determines that all items are complete, the ASP proceeds to begin setup, installation and configuration on each assigned classroom.
2. After installation, the ASP tests the equipment to ensure all are working and compliant with the technical specifications.
3. The school must already be prepared with the complete counterpart requirements as prescribed by DepEd Central Office (refer to Pre-delivery)



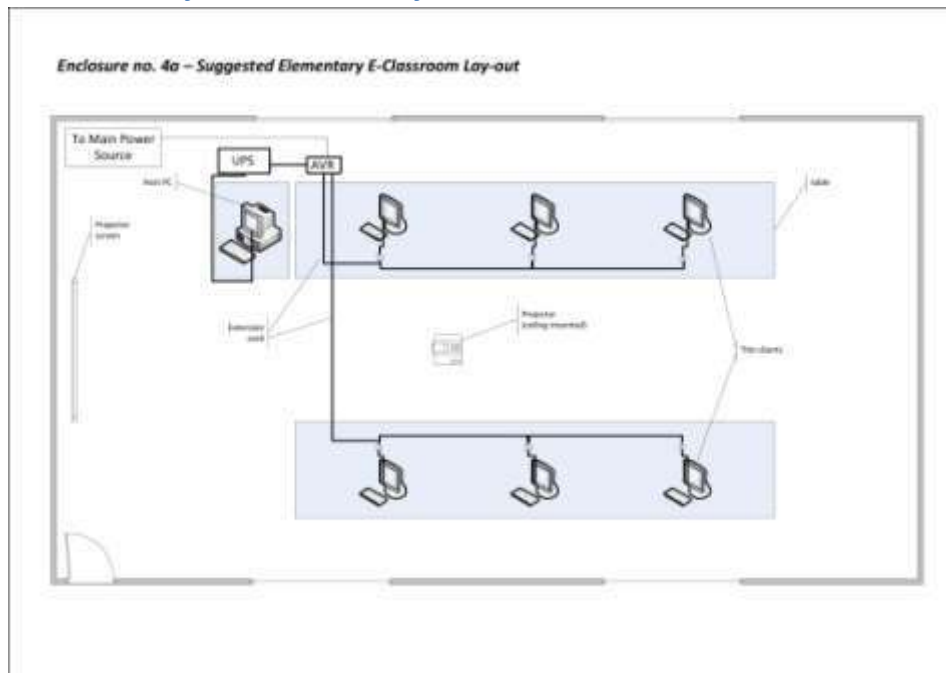
The installation can only proceed depending on the readiness of the school's classroom or laboratory. Incomplete classroom requirements means **NO INSTALLATION**

4. The school must follow the prescribed eClassroom layout.

## Suggested eClassroom Layout - Secondary



## Suggested eClassroom Layout - Elementary



## Reminders

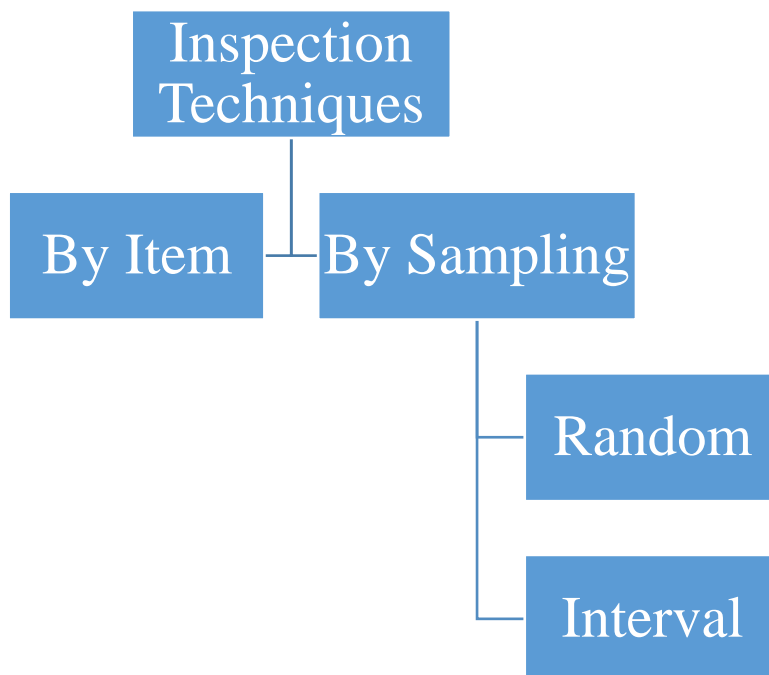
- **Avoid** making sudden and unnecessary changes or adjustments to prearranged installation layouts with the ASP, as this will cause delays.
- Supplier does not permit its ASPs to make any modifications and/or additional improvements to the equipment and installation specifications set down in the Terms of Reference of DepEd Central Office. Any and all modifications must be consulted first with the supplier.

**Liabilities incurred in the performance of any unauthorized work at the behest of school representatives shall be charged to the school accordingly.**

## Inspection

### Definition

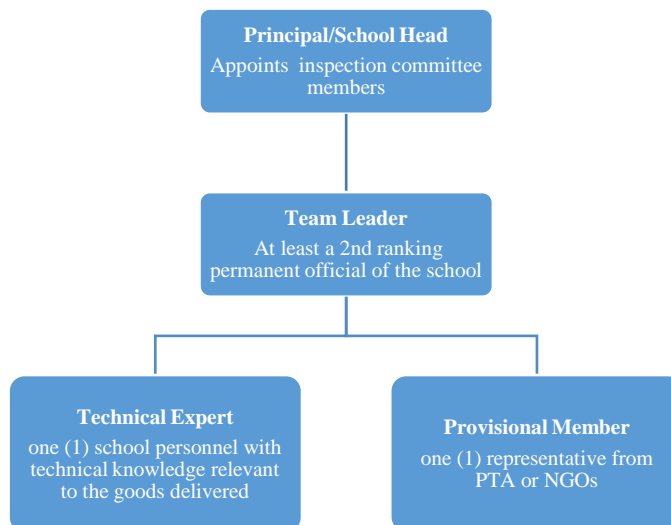
The examination of supplies and services to determine whether the supplies and services conform to contract requirements. Requirements include: applicable drawings, technical specifications and purchase descriptions.



Methods of Property Inspection		
<u>Inspection by Sampling</u> Usually, 10 % of the entire group is used for sampling		<u>Inspection by Item</u> Individual items are checked for conformity to required specification
<u>Random Sampling</u> Samples from the delivered group are chosen at random for testing	<u>Interval Sampling</u> After a certain number of items are counted, a sample is chosen for testing. For example, when going through a delivered set of laptops arranged in a line, every 10 <sup>th</sup> laptop is chosen for testing.	
<p><b><u>For delivered electronic equipment, random and interval sampling methods are not applicable.</u></b> Inspection by Item must be conducted. Among the details to be checked are:</p> <ol style="list-style-type: none"> <li>1. Serial Number</li> <li>2. Brand Name</li> <li>3. Model</li> <li>4. Point of Origin</li> <li>5. Patent Number</li> </ol>		

## Inspection Committee

1. The School Principal shall constitute an **Inspection Committee** consisting of two (2) school personnel and one (1) representative coming from PTCA/NGO.



2. The Inspection Committee must have a copy of the Inspection and Acceptance Report (IAR) and the Serial Number Checklist.
3. Inspectors should be familiar with the equipment technical specifications and quantity prior to conducting the inspection.



## Things to remember during inspection

<b>Physical Condition</b>	<ul style="list-style-type: none"><li>• Are there any scratches, dents, or any other kinds of damages?</li><li>• Do the items look new or used?</li></ul>
<b>Brochure</b>	<ul style="list-style-type: none"><li>• User manuals</li><li>• Technical support contact details</li></ul>
<b>Physical Count</b>	<ul style="list-style-type: none"><li>• How many items were received?</li><li>• Are they complete in accordance to the order?</li></ul>

## Elements of a computer system

**Hardware:** physical components of the system such as the monitor, keyboard, motherboard, circuits, wires, etc.

**Software:** all non-physical components of the system, such as programs, used to direct computer operations

## Inspection Procedures on Computer Packages

1. Upon receipt of the Request for Inspection, see to it that all required documents are attached like the original copies of the perfected Purchase Order/Contract, Delivery Receipt/Sales Invoice, and others.
2. Check the documents submitted for completeness and authenticity prior to inspection
3. Take note of any alterations, erasures or other modifications in the perfected Purchase Order/Contract. These modifications must be verified and authenticated by authorized approving officials.
4. Take note of the receipt of the Property/Supply Unit, the place and date of delivery.
5. If there's a required sample mentioned in the perfected Purchase Order/Contract, ask for the approved sample for purposes of comparison/verification. In cases of inconsistencies between sample and the Purchase Order/Contract, specification on the perfected Purchase Order/contract shall prevail.
6. After all the documents have been evaluated, proceed to the delivery site specified in the perfected Purchase Order/Contract and conduct inspection and testing procedures.
7. Conduct physical inspection of the items delivered. Count the items delivered and check with the required quantity
8. Check the packaging, labeling, markings and other means of identification that meet

- specifications; or if not specifically called for, conform to the best commercial practices for protecting the items during transportation, storage, handling and distribution.
9. Determine whether it is brand new, reconditioned or rebuilt.
  10. Take note of the serial number, product number, point of origin, specifications in accordance with the brochure and accessories that go with the equipment.
  11. Take note of:
    - Obvious damage or defects in the equipment, accessories, connectors, plugs, sockets etc.
    - any discoloration, rust, stains and decays due to exposure to heat, chemicals or moisture
    - Ensure that flexible cords are effectively anchored to equipment, plugs and sockets.
  12. Perform trial and operational test on the equipment delivered.
    - Request the supplier to demonstrate the operation of the equipment in the presence of End-User and observe its actual performance.
  13. Hearing is essential in the detection of defects indicated by unusual sounds or noises audible when observing the operation of equipment such as knocking, squeaking, sputtering, cracking, breaking, scratching, etc.
  14. Consider the characteristics which may be determined by touch or feel, in the inspection of different equipment, include such common, qualities as heat, cold, flexibility, hardness, softness, thickness, firmness, etc.
  15. Check the inclusion of warranty certificate and instructional manual.
  16. Prepare the Inspection and Acceptance Report immediately after inspection for submission to the Supply Officer for acceptance.

**Important Note: Inspection and test for compliance to its features shall at all times be done in accordance with the following procedure:**

Compare the brand, model, power rating of the delivered units with the specifications in the contract

If the contract indicates the brand and model, then, request for a copy of the brochure or technical manual that will serve as the basis for inspection

Intangible features (i.e. software and programs) of a computer may be verified by operating the computer or by looking into its inside component

The Inspectorate Team and the Supply Officer / Designated Property Custodian shall prepare and sign the **Inspection and Acceptance Report (IAR)**.

1. Original: supplier, to be attached to the DV
2. Copy 2: Property Inspector/Inspection Team
3. Copy 3: Property and Supply Unit File

## How to check a computer's specifications

Click on the **Start** button on the task bar. When the menu opens, select the



## Control Panel

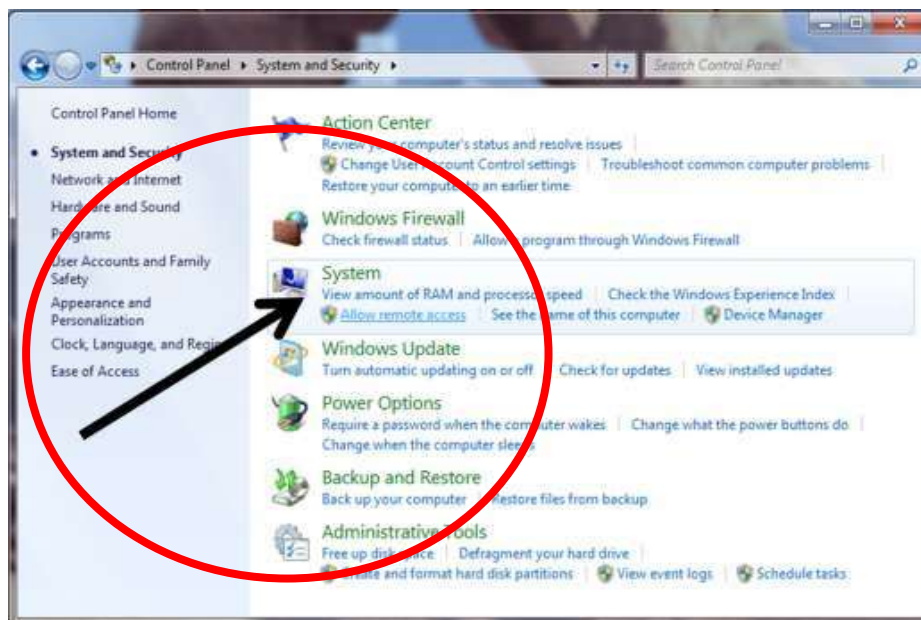


When the **Control Panel** opens, select **System and Security** options

Inside the **System and Security** menu, select **System**



Once you enter **System**, it will show the different specifications of the computer



## Training

1. School should have 3-10 of its personnel/representatives participate in the Training Course provided by the Supplier's service partner.
2. The Training Course on various topics centered on the operation and maintenance of the computer equipment.
3. The school personnel/representatives sign the attendance sheet that forms part of the Training Checklist. As proof of attendance, attendees are advised to prepare beforehand a copy of their front and back photocopy of School ID/DepEd ID.
3. After the completion of the training, the school Principal/authorized representative signs the training checklist.

## Acceptance

When the delivery, installation, inspection and training have been conducted and accepted,

1. The School Inspection Committee shall sign the **Inspection and Acceptance Report (IAR) prior to the acceptance by the Property Custodian.**
2. Supply Officer/Designated Property Custodian **returns** original copy 1 of IAR to the supplier for payment purposes.
  - 2.1. For Secondary/Tech Voc Schools:
    - 2.1.1. With Book of Accounts: The **School Head** accepts the transfer upon acceptance of deliveries by the Inspection Committee and the Supply Officer or designated Property Custodian
    - 2.1.2. Without Book of Accounts: The **Schools Division Superintendent** accepts the transfer thru the Invoice Receipt of Property (IRP) upon acceptance of deliveries by the School Inspection Committee and final acceptance of the Division Supply Officer
3. The **School Property Custodian** provides copy of the IAR to the Division Office – Supply Office for Booking-Up
4. The **Division ICT Coordinator** shall facilitate the signing of **Inspection and Acceptance Report and Invoice Receipt of Property (IRP)** for signature of the Division Supply Officer and Schools Division Superintendent.

## Warranty Service

The Supplier guarantees three (3) years warranty on parts and service for all non-consumable items under the DCP Project. The following sections provide information on the extent of warranty coverage, how to avail of warranty service, what to expect and how to properly care for the equipment to avoid breakdown and cases of void warranty.

### Service Reporting Procedures

In case equipment problems or breakdown is experienced, the following procedures must be followed to ensure fast and efficient service:

**1. Before contacting the Supplier:**

**To report a concern**, the school representative must make sure to be ready with the following information:

Name of School:

School ID:

Name & Designation of the person who reported the problem:

Contact Nos:

Type of Machine/Brand/ Model:

Serial #:

Problems Encountered:

2. The school representative contacts the Supplier's Care via landline/mobile/email through the details posted in the Contact Sticker found in every equipment.

3. **If the information is complete**, an "Authorized Technician" will call to isolate the concern and perform Telephone Support within one hour from confirmed receipt of details.

4. **If the information is incomplete**, Customer Care will have to call first to complete all information before a Technician can call to assist.

**5. During Telephone Support:**

5.1 If the problem is resolved, Customer Care calls the school to validate completeness of work and closes the call ticket.

5.2 If the problem is unresolved, the Supplier will perform one of the following:

On-site repair service.

Pullout defective unit for repair.

Send replacement item and perform Telephone Support for installation.

6. After step 5.2 is performed and the problem is resolved, the Supplier's Customer Care calls the school to validate the completeness of work and closes the call ticket.

## Service Response Time

We recognize the importance of keeping equipment up and running at optimum capacity 100% of the time and that is why the Supplier shall provide quality customer service at the fastest possible time. For this project, recipient schools will be serviced under the following response times:

Response Type	Response Time
Contact from Customer Care	within 1 hour from receipt of report
Service Support	within 72 hours from completed report to Customer Care
Onsite service (within city)	within 24 hours from notification of Supplier
Onsite service (provincial/remote)	within 48 hours from notification of Supplier

## Service Reporting Reminders

- All warranty repairs/services are to be conducted by the **Supplier** only. Do not try to open/repair/modify the item on your own. **Any unauthorized tampering or opening of units shall automatically void the warranty.**
- All reports/concerns are to be forwarded to Supplier only. **Service partners who conducted the Installation and Training are not authorized to conduct repair without notice from the Supplier.**

Any charges and/or damages incurred from outsourcing repair to any party other than the Supplier or its duly assigned partner shall be **at the expense of the school and shall void the equipment warranty.**

- Authority to conduct services/repairs/pullout is on a **one-time transaction basis only**. Supplier's personnel should notify you of the authorized partner for each onsite visit/repair/pullout.
- No pullout should be allowed without a service unit.
- No repair/pullout will be conducted without official notification from the Supplier. **Do**

**not entertain couriers or technicians if you have not received any notice from the Supplier.**

- When in doubt, **call the Supplier's Customer Service.**

### **Cases of Void Warranty**

Below can be found some common causes encountered by schools why the warranty of their equipment is voided. Most of the time, these cases may be avoided or prevented by simply following the procedure stated in this manual and keeping in mind the various reminders stated above.

1. Water damage
2. Electrical damage caused by an external power source
3. Unauthorized opening of the item
4. Unauthorized repair using a third-party service center
5. Damage caused by installation of unapproved accessories or software
6. Damage caused by unauthorized modification of parts

### **Equipment Maintenance and Care Tips**

- Keep equipment clean and away from dust.
- Do not eat or allow food near the computer units.
- Keep the computer units plugged in the UPS when operating. The UPS protects your units from sudden power fluctuations/outages.
- Keep the UPS charged.
- Keep the equipment in its original configuration. Avoid installing unauthorized and/or unlicensed/pirated software.
- Always keep your anti-virus software up to date.

The school must be ready with its completed documents and facilities, such as rooms and electricity, before a delivery is made.



## Documents required for deliveries:

### Sample Supplier Delivery Receipt and Serial Number Forms

<b>SOLD TO:</b> Procurement Service PS Complex, Cristobal St., Pasig Manila Street to DepEd Recipient Schools		<b>DELIVERY RECEIPT</b> <b>Nº 67008</b>	
		P.O. NO. 11-0256	DATE 11/10/11

QUANTITY	UNIT	DESCRIPTION	SERIAL NUMBER	UNIT PRICE	AMOUNT
1	Unit	Promethean ActivBoard 587 Pico W Wall Mounting Bracket, Internet & Fan, ActiveInspire License Key CD, & Complete Accessories			
1	Unit	Brother DCP-J125 Printer w/CD Drive, USB Cable, Ink Cartridge, Power Cord & Complete Accessories			
1	Unit	Acer K1261P Projector w/Carrying Case & Complete Bundled Accessories - Projector Ceiling Mounting Kit			
10	Pcs.	Acer USB Optical Mouse			
1	Pc.	10Port USB Hub			
1	Lot	Face to Face Lecture & HANDS-ON TRAINING			
<b>Region III</b>					
For: Arayat CS					
Address: N. BALABAN SAN ANTONIO ST. Arayat Nest, Pampanga					
Attn: VICTORIA C. DAVID					
Tel. #: none					
SO497301/97302/97303					
PREPARED BY:		APPROVED BY:	CHECKED BY:	<b>TOTAL</b> ⇨	
<b>REMARKS:</b>					

<b>TERMS:</b> This D.R. is not a receipt of payment neither it is an evidence of valid payment of articles covered and/or stated thereon. Invoice will be issued when sales have been made for the above-mentioned articles. If within 24 hours the said delivered article(s) is not returned or no complaints has been made it shall be deemed received in good order and condition. In case of consignment and/or demonstration, the consignee and/or recipient company shall assume full responsibility for the above mentioned articles, including loss, theft, fire and damage through gross negligence while the same is in the possession of the recipient company.	RECEIVED GOODS OR MERCHANDISE IN GOOD ORDER AND CONDITION AS DESCRIBED ABOVE  _____ Print Name  _____ Authorized Sign 11-10-11
---	--

**SOLD TO:**  
 Procurement Service  
 PS Complex, Cristobal St.,  
 Parañaque  
 Direct to DepEd Recipient Schools

<b>DELIVERY RECEIPT</b>		<b>Nº</b> 67007
P.O. NO.	DATE	

QUANTITY	UNIT	DESCRIPTION	SERIAL NUMBER	UNIT PRICE	AMOUNT
1	Unit	Host PC Acer Veriton M4900 Intel Core i5 760-2.8GHz, 2x2.0GB DDR3 1333 320.0GB HDD SATA II, DVD-RW Drive SATA, Add'l. 512MB V/C, MS Win Multi User Application Suite, Classroom Management Software, Recovery CD's Containing O.S., Virtualization Software, MS Office 2010, Anti-Virus & Drivers, Acer Ext. Speaker, Acer USB Keyboard, Acer USB Optical Mouse w/Pad, Acer V193WE 19.5" LCD Monitor, 2Pcs. Power Cord			
5	Unit	Acer V193WE 19.5" LCD Monitor w/PS-Cord			
5	Unit	Acer USB Keyboard & Acer USB Optical Mouse w/Pad			
5	Unit	4Computing U170 w/USB Booster, USB Cable (10Meter) & Complete Accs.			
1	Unit	Emerson Liebert P3500 WH UPS w/2-bay Accessories			
<b>Region III</b>					
Ferry Arayat Co Address: A. MANAPAT SAN AGUSTIN CDR Arayat					
PREPARED BY:	APPROVED BY:	CHECKED BY:	<b>TOTAL</b> →		
	Attn: VICTORIA C. DAVID				
Tel. #: none					

**REMARKS:**  
 SO#97301/97302/97303

**TERMS:**  
 This D.R. is not a receipt of payment neither it is an evidence of valid payment of articles covered and/or stated thereon. Invoice will be issued when sales have been made for the above-mentioned articles. If within 24 hours, the said delivered article(s) is not returned or no complaints has been made it shall be deemed received in good order and condition. In case of consignment and/or demonstration, the consignee and/or recipient company shall assume full responsibility for the above mentioned articles, including loss, theft, fire and damage through gross negligence while the same is in the possession of the recipient company.

RECEIVED GOODS OR MERCHANDISE IN GOOD ORDER AND CONDITION AS DESCRIBED ABOVE

JOEL S. HIGUERA  
 Print Name  
 Authorized Signature  
 09-16-11

Arayat CS (School ID 105898) Region 3  
SET # 371

Acer Veriton M490G CPU-1 unit	LCD Monitor	Keyboard	Mouse
PUVAP09004129044209200	ETLBP0C1661240197A40F7	KBUSB0P0851250207CK701	MS1120008511308641L200

Stand Alone Acer 18.5" LCD Monitor-6 units	Stand Alone Keyboard- 6 units	N-Computing-6 units	Stand Alone Mouse-16 units
ETLX0W016124098FE4303	KBUSB0P08812400296K701	U170T06A2 11113423	MS112000881310200CK701
ETLX0W016124096DA4303	KBUSB0P08812400298K701	U170T06A2 11118551	MS112000881310200BK701
ETLX0W016124096E34303	KBUSB0P08812400299K701	U170T06A2 11122200	MS1120008813102015K701
ETLX0W0161240968F4303	KBUSB0P0881240029AK701	U170T06A2 11120656	MS1120008813102010K701
ETLX0W016124099064303	KBUSB0P08812400298K701	U170T06A2 11122203	MS1120008813102014K701
ETLX0W016124099194303	KBUSB0P0881240029CK701	U170T06A2 11120655	MS1120008813102013K701

MS1120008813102012K701
MS1120008813102011K701
MS1120008813102017K701
MS112000881310201CK701
MS1120008813102019K701
MS1120008813102016K701
MS1120008813102018K701
MS112000881310200DK701
MS112000881310200EK701
MS112000881310200FK701

Promethean ActivBoard-1 unit	Brother DCP-J125- 1unit	Acer Projector X1251P-1 unit
C1103010032	G1F368803	EYJBV01006124003205921

Inspected by:

Carlou Borja / Gigi Jimenez/Raymund Lasam  
SIS Inspectors

*Handwritten Signature*  
Receive.  
09-10-11  
Signature Over Printed  
Principal/Teacher in C

# Sample Inspection Acceptance Report

Inspection and Acceptance Report			
<b>BIKAL FISHERIES SCHOOL</b>		301943	
School			
Supplier : Procurement Service - DBM Thru Columbia Technologies Inc.		IAR # : _____	
P.O.# : 10-0414	Date: 7/27/10	PS-DR # : _____	Date : _____
Requisitioning Office Department :		DepEd	
Item No.	Unit	Description	Quantity
1	unit	PERSONAL COMPUTER, branded, brand new, ACER VERITON M275 Accessories: Manual, Recovery CD, Mouse, Mouse Pad, Keyboard, Antenna, Power Cord	11
3	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS), branded, brand new; EMERSON-LIEBERT PS-500PH Accessories: CD Driver	11
4	unit	WIRELESS BROADBAND ROUTER, branded, brand new; D-Link DIR-800 Wireless 150 Router Accessories: Manual, CD Driver, Antenna	1
5	unit	PRINTER, 3 in 1, color, branded, brand new, BROTHER DCP-J125 Accessories: Manual, CD Driver, Power Cord, USB Cable	1
6	lot	Training on Basic Software and Hardware Installation and Troubleshooting	1
<b>Joint Inspection Team</b>			
PS-DBM Inspector		DepED	
_____		_____	
_____		_____	
_____		_____	
Date Inspected: _____			
<b>Recipient School</b>			
Inspection		Acceptance	
Date Inspected: <u>11-17-10</u>		Date Received: <u>11-17-10</u>	
<input checked="" type="checkbox"/> Inspected, verified and found OK as to quantity and specifications		<input checked="" type="checkbox"/> Complete	
_____ Inspection Officer		<input type="checkbox"/> Partial	
_____ Inspection Officer		_____ Property Officer	
_____ Inspection Officer			

# Sample Training Checklist



Republic of the Philippines  
DEPARTMENT OF EDUCATION



## TRAINING CHECKLIST FOR DCP E-CLASSROOM PACKAGE RECIPIENTS

Name of School: \_\_\_\_\_ Date of Training: \_\_\_\_\_ to \_\_\_\_\_

School ID: \_\_\_\_\_ Duration of Training: \_\_\_\_\_ days

DCP Batch No.: \_\_\_\_\_

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 not taken.

I. IT Equipment Orientation	V. Training On Basic Software and Hardware of Host PC and Virtualization Kit
Setting up the Computer	How to install and set-up the Windows Multi-user application Suite, MS Office, Antivirus Printer Driver and necessary drivers to run the PC? <input type="checkbox"/>
• Basic info <input type="checkbox"/>	How to format, back-up and recover data in the hard disk using the recovery disk and one touch recovery function <input type="checkbox"/>
• Front Panel <input type="checkbox"/>	How to update the Operating System and Antivirus software? <input type="checkbox"/>
• Rear Panel <input type="checkbox"/>	How to perform the preventive maintenance of the PC? <input type="checkbox"/>
• Mouse <input type="checkbox"/>	How to upgrade and replace the hard disk, memory, CD-Rom and other computer peripherals? <input type="checkbox"/>
• Storage Device <input type="checkbox"/>	Installation and configuration of 6 terminals to host PC. <input type="checkbox"/>
• Connecting Hardware <input type="checkbox"/>	Creation of administration user accounts per terminal <input type="checkbox"/>
• Turning On <input type="checkbox"/>	Operation and troubleshooting of the shared computing technology <input type="checkbox"/>
• Turning Off <input type="checkbox"/>	
II. Anti Virus	VI. Training on Classroom Management Software
Basic Features <input type="checkbox"/>	How to broadcast lessons? <input type="checkbox"/>
III. UPS, AVR & Projector (for ES DCP)	How to call attention of individual or all students? <input type="checkbox"/>
Installation, proper connections	How to monitor and control student PCs? <input type="checkbox"/>
Troubleshooting <input type="checkbox"/>	How to shutdown the terminal from the host PC? <input type="checkbox"/>
Maintenance & Importance <input type="checkbox"/>	VII. Training on Hardware and Software Maintenance
IV. Printer Operation	Kinds of Hardware and Software Malfunctions <input type="checkbox"/>
Installation <input type="checkbox"/>	Steps and procedures for hardware or software failure or malfunctions reporting using the Helpdesk <input type="checkbox"/>
Software/Driver Installation <input type="checkbox"/>	Orientation on the scope of warranties and procedures of the after sales support. <input type="checkbox"/>
Installing/Replacing Cartridge <input type="checkbox"/>	
Loading Paper <input type="checkbox"/>	

Note: Duration of training is 16 hours spreads in two (2) days.

Conducted by:

Certified Corrected by:


\_\_\_\_\_  
Name & Signature of Trainer

\_\_\_\_\_  
Name & Signature of School Head/  
School ICT Coordinator


\_\_\_\_\_  
Training Provider

\_\_\_\_\_  
Contact Number/s

# Sample Invoice Receipt for Property



Republic of the Philippines  
**Department of Education**



General Form No. 30 (A)  
(Revised March, 1998)

### INVOICE-RECEIPT FOR PROPERTY

TRANSFER of property from DepED Central Office to BIKAL FISHERIES SCHOOL  
authorized by Secretary Br. ARMIN A. LUISTRO Region V - Division of Camarines Sur

QTY.	Units	NAME AND DESCRIPTION	DATE OF PURCHASED	PROPERTY NUMBER	CLASSIFICATION NUMBER	UNIT VALUE	TOTAL VALUE
11	units	DESKTOP PERSONAL COMPUTER, ACER VERITON M275, 2.93GHz, 3MB L2 cache, 1066MHz FSB, Two 240-pin DDR SDRAM Dual inline Memory Module and supports DDR2 800MHz DIMM, Peripheral Interfaces: 8 USB 2.0 ports (4 in front & 4 at the back), 2 Serial ATA interfaces on the motherboard, 2GB DDRIII 1333Mhz 320 GB 7200 rpm (SATA), DVD+RW (SATA); 17" LCD standard not wide; Support maximum frame buffer of 256 MB (graphics memory is shared with system memory) Acer external speakers, fully compatible with the PC; Mouse optical, PS/2 or USB interface w/ mouse pad, keyboard 104 keys, USB interface				29,886.48	328,781.25
11	units	UNINTERRUPTIBLE POWER SUPPLY, New Brand: Emerson-Liebert Model: PS500-PH, Output Power capacity: 300Watts/500VA, Max. configurable power: 300watts/500VA, 230volts				1,669.20	18,361.20
1	PC	Wireless Broadband Router :D-Link Brand, DIR-600 Model, 2.4 Frequency band, WPA2, 64-bit WEP, 128-bit WEP, 4 port switch & 1 WAN port, 54Mbps				1,561.60	1,561.60
1	unit	PRINTER, Inkjet, 3-in-1, Brand: Brother, DPC-195C				2,922.40	2,922.40
1	lot	TRAINING ON BASIC SOFTWARE AND HARDWARE INSTALLATION				639.60	639.60
<b>TOTAL AMOUNT =</b>						<b>P</b>	<b>352,526.05</b>

**INVOICE**

I CERTIFY that I have this \_\_\_\_\_ day  
of \_\_\_\_\_, 2010, invoiced to  
LEONARDO P. TORDILLA Principal I  
(Name) (Designation)

the above listed articles, property of  
DepED Central Office  
(Name of Office)  
FRANCISCO M. VARELA  
(Signature of Invoicing Accountable Officer)  
Undersecretary for Finance & Administration



**RECEIPT**

I CERTIFY that I have this \_\_\_\_\_ day  
of \_\_\_\_\_, 2010, received from  
FRANCISCO M. VARELA Undersecretary for Finance & Administration  
(Name) (Designation)

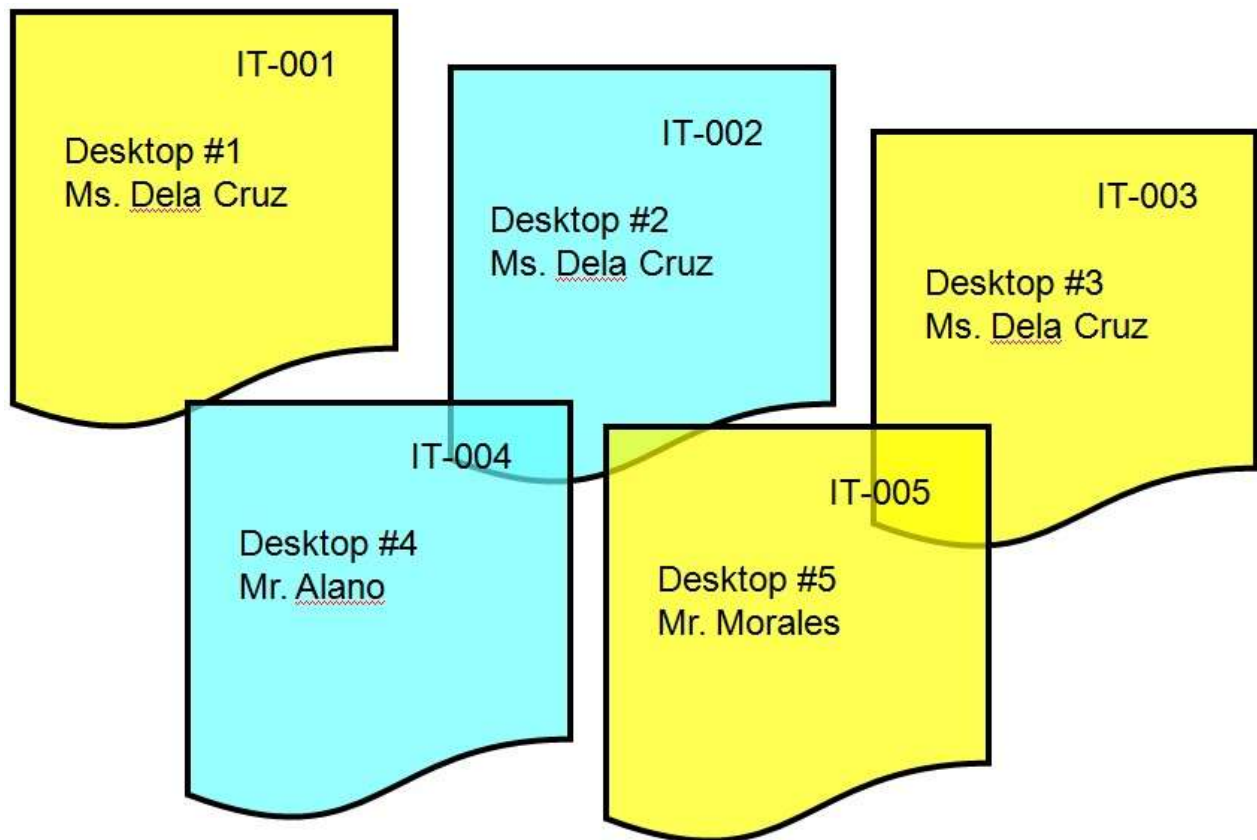
the above listed articles, property of BIKAL FISHERIES SCHOOL  
(Name of School)  
LEONARDO P. TORDILLA  
(Signature of Receiving Accountable Officer)  
Principal I 11-17-10

## Issuance and Acknowledgement of Items

- **Definition:** the act of transferring the custodianship of property from one person to another
- **Acknowledgement Receipt of Equipment (ARE):** for IT equipment, library books, etc.

Qty		Unit	Item	Unit Cost	Property No.
 <b>ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT</b> Department of Education Central Office 					
				ARE No.	<b>ARE-11-3-012</b>
1	Unit	<b>Desktop</b> ACER VERITON X489G Microprocessor : 2.66Ghz,3MB L2 Cache,1066Mhz FSBMotherboard: Memory:Two 240pin DDR SDRAM Dual Inline, Memory Module and Support DDR2 800Mhz DIMM		34,168.00	CO1-I-01-01-11-03-001-NF(0004)
— Nothing follows —					
Received By: <b>Pamela Caeg Loveria</b> Signature Over Printed Name <b>Administrative Aide IV</b> <b>TechVoc Task Force</b> Position / Office <b>Mar 1, 2011</b> Date			Received from: <b>Maritess Laca Ablay</b> Signature Over Printed Name <b>Chief Administrative Officer</b> <b>Property Division</b> Position / Office <b>Mar 1, 2011</b> Date		
Printed by: Albert C. Alano Printed on: Mar 30, 2012 8:39 AM					1 / 1

- **Preparation of the ARE** shall be done per item



## Procedures on Acceptance, Inspections, and Recording of Deliveries Frequently Asked Questions (FAQ)

1. What does a school need to do before accepting equipment?
  - ✓ Ensure that there are facilities ready to accommodate deliveries. If these are ICT equipment, the school must have electricity. School readiness forms must be submitted to the ICTU at the DepEd Central Office before being eligible to receive DCP packages.
2. Who can accept the deliveries?
  - ✓ The Supply Officer/Property Custodian or his/her authorized representative of the school will accept based on technical specifications.
3. When and where can the deliveries be accepted?
  - ✓ Acceptance of deliveries shall only be done on weekday, 8am-5pm.
  - ✓ Deliveries will be accepted at the location indicated in the Purchase Order (P.O.)



or contract.

- ✓ Deliveries should be rejected if found to be not in accordance with these conditions.
  - ✓ In case of calamities, deliveries can be accepted by nearby schools, but only for safekeeping.
4. What should be done if the supplier fails to deliver the items within the agreed time period?
- ✓ Penalties shall be imposed on the supplier. This would usually come in the form of Liquidated Damages. Once cumulative amount of liquidated damages reaches 10% of the contract, the procuring entity can cancel the contract.
5. After acceptance, what must be done with the deliveries?
- ✓ Inspection. The physical conditions of the items must be checked for damages, or if they are brand new or used. The items must also be in accordance to what is indicated in the P.O., following the exact quantity.
  - ✓ Inspection can be done by item or by sampling
6. Who are authorized to inspect the deliveries?
- ✓ The head of the office/school will appoint members of an Inspection Committee. This committee will be comprised of a team leader, a technical expert with technical knowledge relevant to the goods delivered, and a provisional member which may come from the Parent-Teacher Association (PTA) or from a nongovernmental organization (NGO).
  - ✓ The Inspectorate Team and the Supply Officer / Designated Property Custodian shall prepare and sign the **Inspection and Acceptance Report (IAR)**.
  - ✓ The **Division ICT Coordinator** shall facilitate the signing of **Certificate of Final Acceptance and Invoice Receipt of Property (IRP)** for signature of the Division Supply Officer and Schools Division Superintendent
7. What forms must be accomplished, and who shall accomplish them?

<b>Form</b>	<b>Prepared by</b>	<b>Signed by</b>
Delivery Receipt (DR)	Supplier and DBM (if DBM is procuring entity)	Supply Officer/Property Custodian
Inspection and Acceptance Report (IAR)	Inspectorate team and Supply Officer/Property Custodian	Inspectorate team and Supply Officer/Property Custodian
Training Checklist	Central Office	School Head
Invoice Receipt of Property (IRP)	Central Office	School Head
Acknowledgement Receipt of Equipment (ARE)	Supply Officer/Property Custodian	ICT Coordinator

## Checklist of School DCP Processes

### CHECKLIST OF DCP PROCESSES

SCHOOL NAME	SCHOOL HEAD
ADDRESS:	DESIGNATION:
REGION :	DIVISION :

INSTRUCTIONS : This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish this form and submit to the Division ICT Coordinator.

PROCESS	DONE	INFORMATION REQUIRED
DELIVERY		
1. RECEIVED INFORMATION ON SCHEDULE OF DELIVERY	<input type="checkbox"/>	IF NOTICE OF DELIVERY WAS RECEIVED, 1- WHO COORDINATED WITH THE SCHOOL ? _____ 1- WHEN WAS SCHEDULE OF DELIVERY ? _____
2. RECEIVED DELIVERED ITEMS	<input type="checkbox"/>	IF ITEMS WERE DELIVERED, WHEN WAS ACTUAL DELIVERY DATE ? _____
3. INSPECTED BOXES IF ACCORDING TO SPECIFIED QUANTITY AND IF ANY WERE OPEN, TAMPERED WITH OR NOT IN GOOD CONDITION?	<input type="checkbox"/>	WERE THE BOXES IN GOOD CONDITION ? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. SIGNED DELIVERY WAYBILL (FOR COURSES) AND/OR DELIVERY RECEIPT (FOR AUTHORIZED/LOCAL SERVICE PARTNER)	<input type="checkbox"/>	
5. KEPT BOXES SAFE & UNOPENED UNTIL AUTHORIZED INSTALLER ARRIVES	<input type="checkbox"/>	ISSUES / COMMENTS :
INSTALLATION & INSPECTION		
6. INSTALLED DCP COMPONENTS IN SCHOOL	<input type="checkbox"/>	DATE OF INSTALLATION : _____
7. SCHOOL INSPECTION TEAM TESTED AND INSPECTED INSTALLED EQUIPMENT AND SIGNED INSPECTION PORTION OF IAR	<input type="checkbox"/>	ISSUES / COMMENTS :

**CHECKLIST OF DCP PROCESSES**

TRAINING		INCLUSIVE DATES OF TRAINING : _____ TO _____
		NO. OF TEACHERS TRAINED :
8.	TRAINING OF SCHOOL TEACHERS COMPLETED	<input type="checkbox"/>
9.	TRAINING CHECKLIST SUCCESSFULLY ACCOMPLISHED	<input type="checkbox"/>
10.	PS-DENIED DELIVERY RECEIPT SIGNED BY SH	<input type="checkbox"/>
11.	INVOICE RECEIPT OF PROPERTY (RPT) INITIALED BY SCHOOL HEAD AND PROPERTY CUSTODIAN	<input type="checkbox"/>
12.	IRP COLLECTED BY DIVISION (ICT COORDINATOR)	<input type="checkbox"/>
13.	INSPECTION ACCEPTANCE REPORT (IAR) SIGNED	<input type="checkbox"/>
14.	DR, IAR AND TC FORWARDED TO SUPPLIER	<input type="checkbox"/>

**PREPARED BY:**

\_\_\_\_\_  
*(Name and Signature of Authorized School Representative)*

**CERTIFIED BY:**

\_\_\_\_\_  
*(Name and Signature of School Head)*