Department of Education

# DepEd Computerization Program Orientation Handbook

June, 2015

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# Introduction

The DepEd Computerization Program (DCP) aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century.

The following are the objectives of the DCP:

- Provide ICT packages to public schools that is responsive to the needs of the K-12 curriculum;
- Integrate ICT in the teaching and learning process;
- Raise the ICT literacy of learners, pupils, students, teachers and school heads;
- Improve computer-to-student ratio in the public schools, and
- Improve the replacement cycle of ICT packages.

# DCP Deployment Process

## Pre-delivery

### School Readiness

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

1. Multi-media Classroom
2. Computer Tables
3. Windows and Doors with grills
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician
5. Provision of adequate security mechanisms
6. School Inspectorate team was organized
7. 50 pieces mono chairs
8. At least 2 units of stand fan
9. Sufficient electrical lighting

As proof that the recipient school is ready to receive the DCP package, the division IT officers must assess the school's readiness by accomplishing a School Readiness Checklist.

## Sample School Readiness Checklist

Republic of the Philippines

**Department of Education**

TECHNICAL SERVICE

Pasig City, Philippines

**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: _________________________________

Principal/School Head: __________________________________________________________

Contact No./Cellphone No.: ________________________ E-mail: _______________________

School Property Custodian: ______________________________ Contact No: ______________

Name of Computer Laboratory In-Charge: ____________________________________________

Contact No./Cellphone No.: _______________________________________________________

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

*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 | ☐ | ☐ | |
| 2. Computer Tables | ☐ | ☐ | |
| 3. Windows and Doors with grills | ☐ | ☐ | |
| 4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician | ☐ | ☐ | |
| 5. Provision of adequate security mechanisms | ☐ | ☐ | |
| 6. School Inspectorate team were organized | ☐ | ☐ | |
| 7. 30 pieces mono chairs | ☐ | ☐ | |
| 8. At least 2 units of stand fan | ☐ | ☐ | |
| 9. Sufficient electrical lighting | ☐ | ☐ | |

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)*

Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City

Telephone No.: (02)633-7264

## Delivery Procedure

### Information

1. The DepEd Central Office informs the regions through the regional IT Officer of the schedule of deliveries for the recipient schools.
2. The supplier informs the division offices and recipient schools of the schedule of deliveries.

### 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

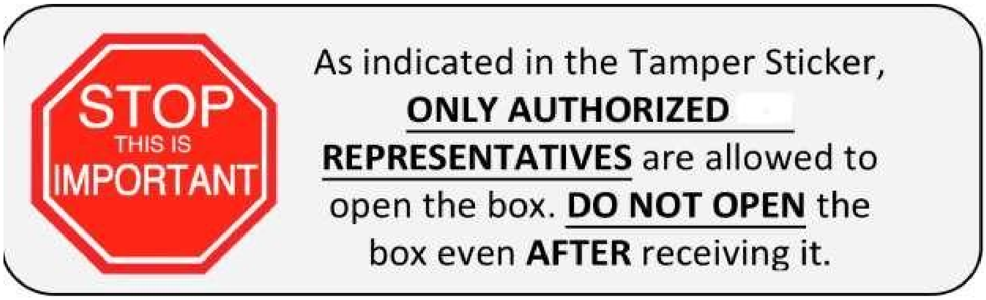
2. The delivery personnel unload the items in the secure room provided by the school.

3. The property custodian or his/her authorized representative inspects the **BOXES ONLY** for signs of tampering, mishandling or damages.

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

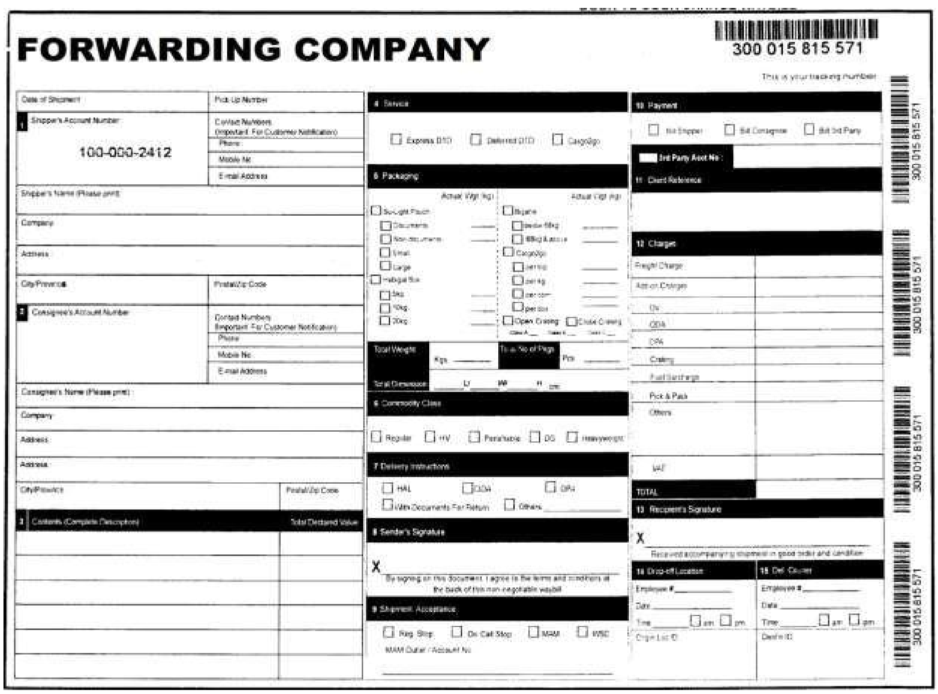
Figure 1. Supplier's Tamper Sticker

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




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

Figure 2. Forwarding Company bill



FORWARDING COMPANY

300 015 815 571

This is your tracking number

100-000-2412

## Responsibilities of the supplier/manufacturer/contractor

1. The delivery must be within the specified period at the location/s indicated in the P.O. or contract.
2. Delivery must be done on weekdays between 8am to 5pm.
3. The delivery must be in accordance with technical specifications, terms, and conditions.
4. In case of calamities, deliveries can be accepted by nearby schools, but only for safekeeping.

If the boxes are NOT OK, the inspectorate team should do the following:

1. Inform the Supplier by calling/texting any of the numbers to be provided.
2. Inform your Division ICT Coordinator regarding the concern.
3. 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, installationand 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 e-Classroom layout.

## Suggested eClassroom Layout – Secondary

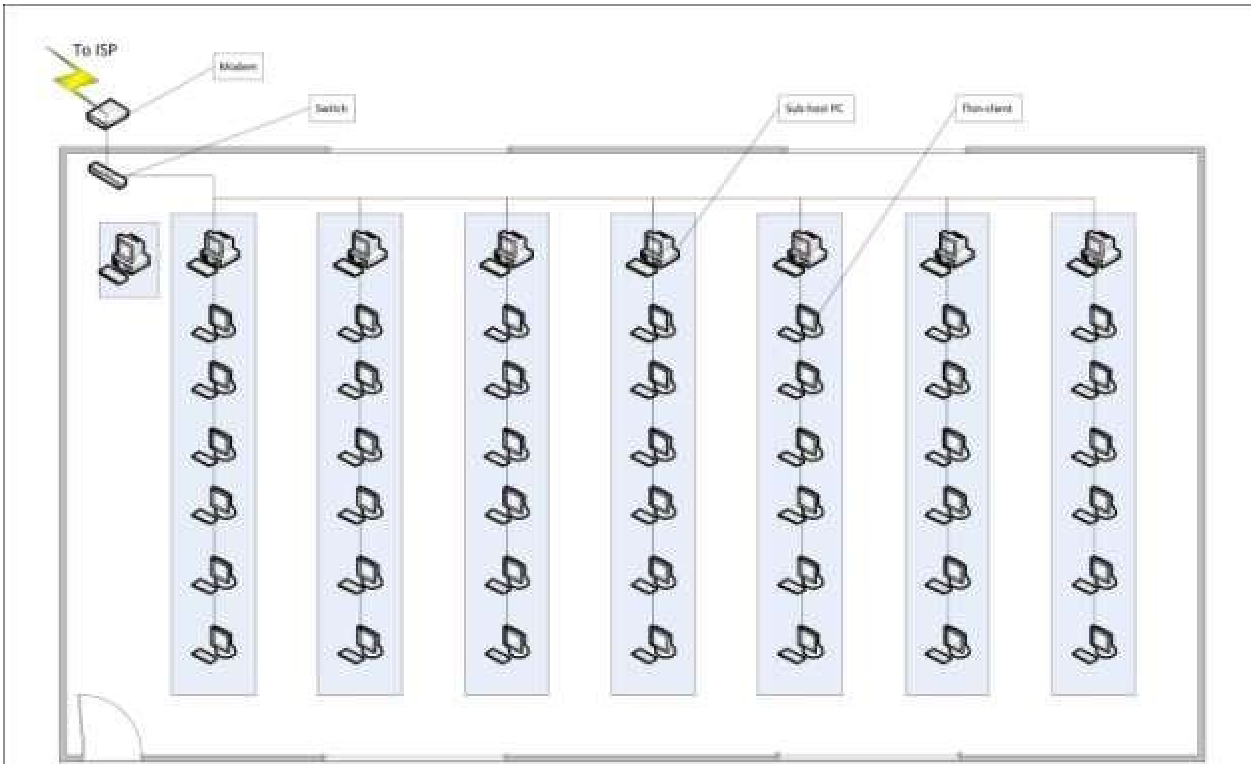
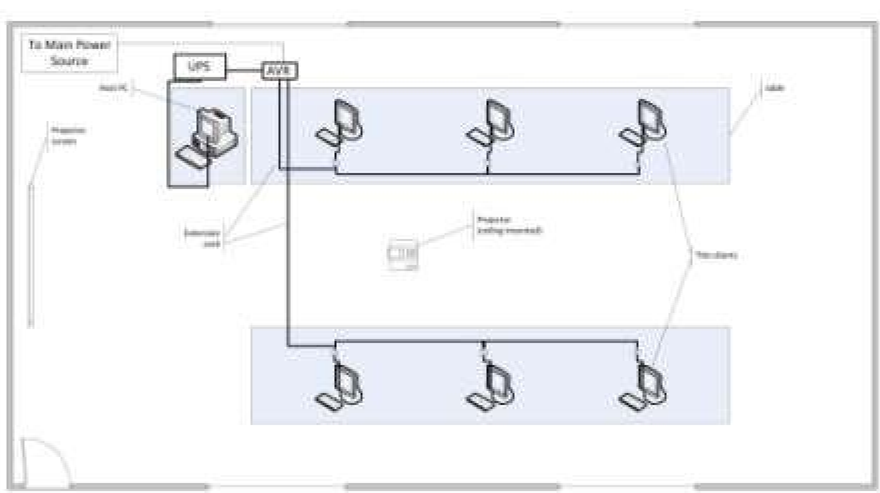



*Figure 1. Secondary School Suggested Network Lay-out*

## Suggested eClassroom Layout – Elementary

*Enclosure no. 4a – Suggested Elementary E-Classroom Lay-out*



*Reminders*

- **Avoid** making sudden and unnecessary changes or adjustments to prearranged installation layouts with the ASP, as this will cause delays.

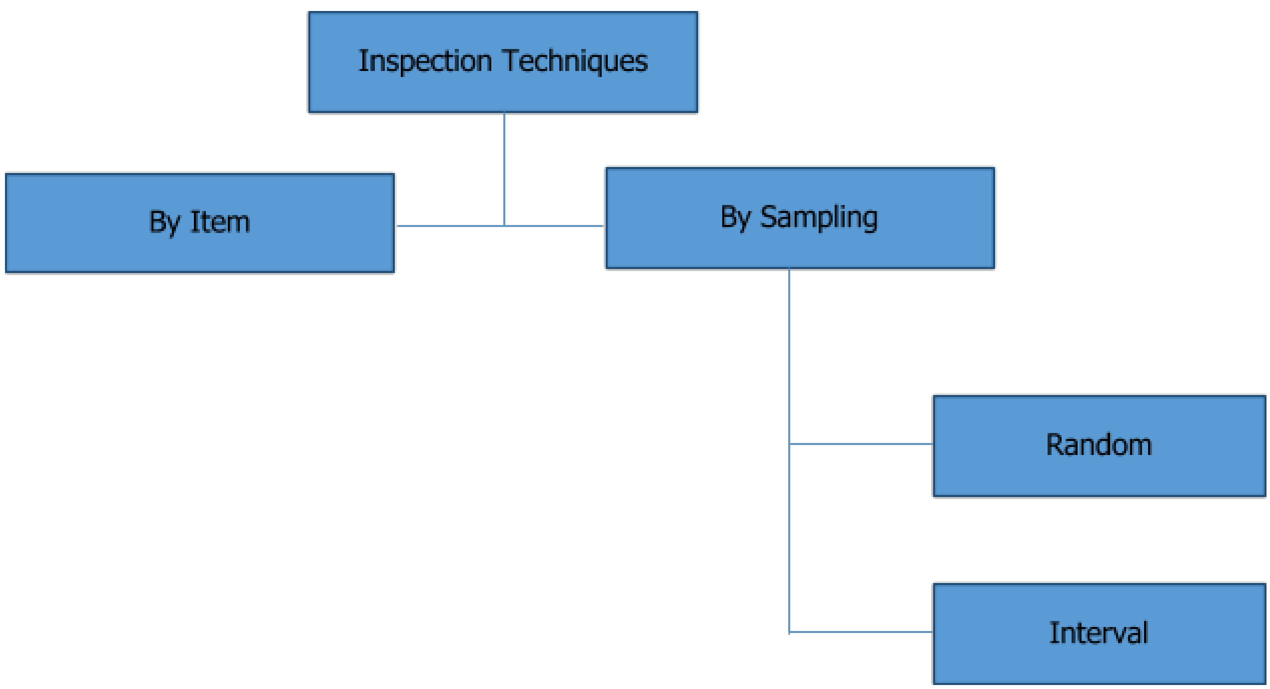
- Supplier does not permit its ASPs to make any modifications and/or additional improvements to the equipment and installation specifications set down in the Terms of Reference of DepEd Central Office. Any and all modifications must be consulted first with the supplier.

  **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.



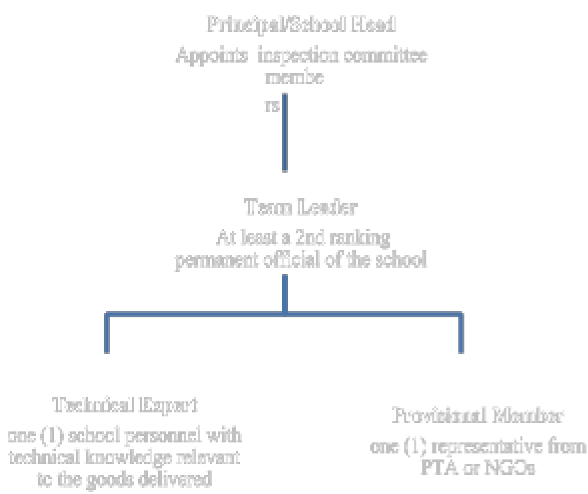
## Methods of Property Inspection

1. **Inspection by Sampling** - Usually, 10% of the entire group is used for sampling
    a. Random Sampling - Samples from the delivered group are chosen at random for testing
    b. Interval Sampling - 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$^{th}$ laptop is chosen for testing.
2. **Inspection by Item** - Individual items are checked for conformity to required specification.

For delivered electronic equipment, random and interval sampling methods are not applicable. Inspection by item must be conducted. Among the details to be checked are the serial number/s, brand name, model, point of origin, patent number.

## 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*

## 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 is 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.

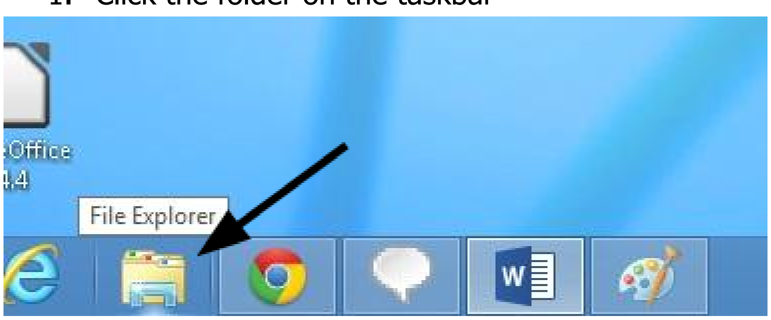
***Important Note: Inspection and test for compliance to its features shall at all times be done in accordance with the following procedure:***

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

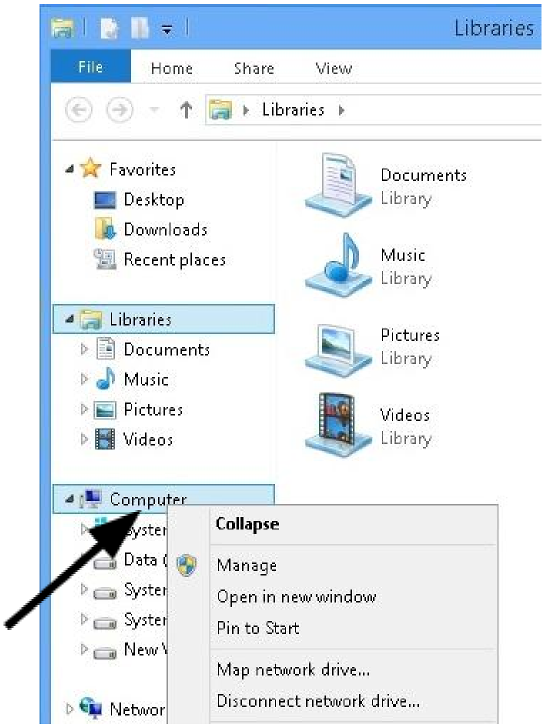
1. Original: supplier, to be attached to the DV
2. Copy 2: Property Inspector/Inspection Team
3. Copy 3: Property and Supply Unit File

***How to check a computer's specifications (Windows 8, Multipoint Server)***

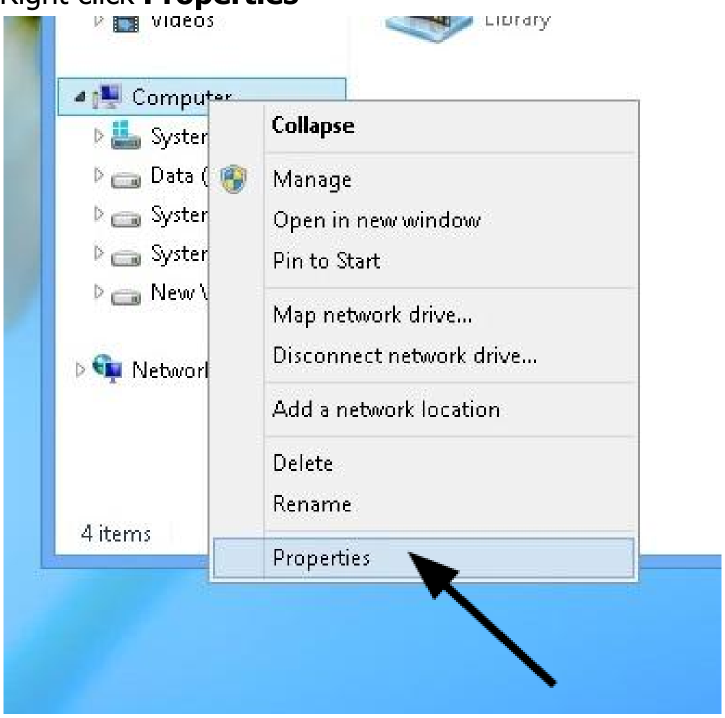
1. Click the folder on the taskbar



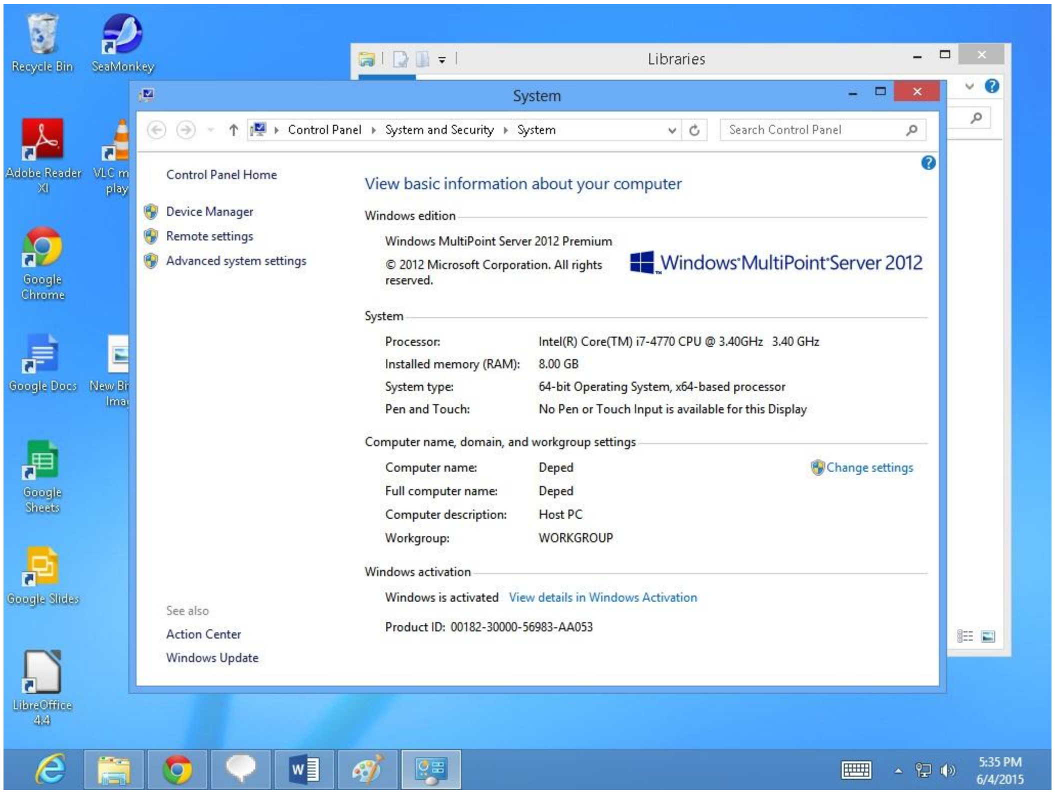

2. Right click **Computer**




3. Right click **Properties**




4. Then the screen below will appear



This screen will show the 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 is 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.

After the completion of the training, the school Principal/authorized representative signs the training checklist.

The supplier's service partner should provide the materials such as handouts, videos, presentations that were used during the training.

## 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 **Certificate of Final Acceptance and Invoice Receipt of Property (IRP)** for signature of the Division Supply Officer and Schools Division Superintendent.

## Warranty Service

There is a 3 year warranty for the whole IT equipment package on parts, labor and on-site service or as applicable to the delivered items starting on the date of the Project Completion Certificate. Suppliers are also required to do a preventive maintenance check of IT package every 6 months during the 3 year warranty period.

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

The supplier may be reached from 8:00am to 5:00pm Monday to Friday excluding holidays.

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 |
| 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

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

**DELIVERY RECEIPT** | **Nº** 670[illegible]

P.O. NO. 11-0256 | DATE [illegible]

| QUANTITY | UNIT | DESCRIPTION / SERIAL NUMBER | UNIT PRICE | AMOUNT |
|---|---|---|---|---|
| 1 | Unit | Promethean ActivBoard 587 Pro w | | |
| | | Wall Mounting Bracket, Interact [illegible] Pen, | | |
| | | 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 X1261P 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 | | |
| | | **Region III** | | |
| | | *For: Arayat CS* | | |
| | | Address: A. MANGPAY SAN AGUSTIN SUR Arayat | | |
| | | West, Pampanga | | |
| | | **Attn:** *VICTORIA C. DAVID* | | |
| | | ***Tel. #: none*** | | |
| | | SO#97301/97302/97303 | | |

| PREPARED BY: | APPROVED BY: | CHECKED BY: | TOTAL ⇨ | |
|---|---|---|---|---|

REMARKS:

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
[illegible]
Print Name
Authorized Signature
[illegible]

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

**DELIVERY RECEIPT** Nº 67007

P.O. NO.

DATE

| QUANTITY | UNIT | DESCRIPTION / SERIAL NUMBER | UNIT PRICE | AMOUNT |
|---|---|---|---|---|
| 1 | Unit | Host PC | | |
| | | Acer Veriton M490G | | |
| | | Intel Corei5 760-2.8GHz,2x2.0GB DDR3 1333 | | |
| | | 320.0GB HDD SATA II, DVD-RW Drive SATA, | | |
| | | Add'l. 512MB V/C, MS Win Multi Use | | |
| | | 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 18.5" LCD Monitor, | | |
| | | 2Pcs. Power Cord | | |
| 6 | Unit | Acer V193HQVB 18.5" LCD Monitor w/P-Cord | | |
| 5 | Unit | Acer USB Keyboard & Acer USB Optical | | |
| | | Mouse w/Pad | | |
| 6 | Unit | NComputing U170 w/USB Booster, USB Cable | | |
| | | (10Meter) & Complete Accs. | | |
| 1 | Unit | Emerson Liebert PS500 RM UPS w/Complete | | |
| | | Accessories | | |
| | | | | |
| | | **Region III** | | |
| | | For: Arayat CS | | |
| | | Address: A. MANAPAT SAN AGUSTIN SUR Arayat | | |
| | | West, Pampanga | | |
| | | Attn: VICTORIA C. DAVID | | |
| | | Tel. #: none | | |

PREPARED BY: | APPROVED BY: | CHECKED BY: | TOTAL ⇨

**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 G. Gelucio
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 | ETL8P0C1661240197A40F7 | KBUSBOP0851250207CK701 | MS112000851130B6A1LZ0C |

| Stand Alone Acer 18.5" LCD Monitor-6 units | Stand Alone Keyboard- 6 units | N-Computing-6 units | Stand Alone Mouse-16 units |
|---|---|---|---|
| ETLKX0W016124098FE4303 | KBUSBOP08812400296K701 | U170T06A2 11113423 | MS112000881310200CK701 |
| ETLKX0W016124096DA4303 | KBUSBOP08812400298K701 | U170T06A2 11118551 | MS112000881310200BK701 |
| ETLKX0W016124096E34303 | KBUSBOP08812400299K701 | U170T06A2 11122200 | MS1120008813102015K701 |
| ETLKX0W016124096BF4303 | KBUSBOP0881240029AK701 | U170T06A2 11120656 | MS1120008813102010K701 |
| ETLKX0W016124099064303 | KBUSBOP0881240029BK701 | U170T06A2 11122203 | MS1120008813102014K701 |
| ETLKX0W016124099194303 | KBUSBOP0881240029CK701 | U170T06A2 11120655 | MS1120008813102013K701 |
| | | | MS1120008813102012K701 |
| | | | MS1120008813102011K701 |
| | | | MS1120008813102017K701 |
| | | | MS112000881310201CK701 |
| | | | MS1120008813102019K701 |
| | | | MS1120008813102016K701 |
| | | | MS1120008813102018K701 |
| | | | MS112000881310200DK701 |
| | | | MS112000881310200EK701 |
| | | | MS112000881310200FK701 |

| Promethean ActivBoard-1 unit | Brother DCP-J125- 1unit | Acer Projector X1261P-1 unit |
|---|---|---|
| C1103010032 | G1F368803 | EYJBV01006124003205921 |

Inspected by:

Karlou Borja / Gigi Jimenez/Raymund Lasam
PS Inspectors

Received
09-16-11
Signature Over Printed N
Principal/Teacher in C

## Sample Inspection Acceptance Report

Inspection and Acceptance Report

BIKAL FISHERIES SCHOOL 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, Antanna, 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-600 Wireless 150 Router Accessories: Manual, CD Driver, Antenna | 1 |
| 5 | unit | PRINTER, 3 in 1, color, branded, bran 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 |

Joint Inspection Team

PS-DBM Inspector

______
______
______
______

DepED

______
______
______
______

Date Inspected: ______

Recipient School

| Inspection | Acceptance |
|---|---|
| Date Inspected: 11-17-10 | Date Received: 11-17-10 |
| ✓ Inspected, verified and found OK as to quantity and specifications | ✓ Complete |
| Inspection Officer | Partial |
| Inspection Officer | MARIO UYE MILLANES 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:**__________
**School ID:** ________________________________________**Duration of Training:**.........**day(s)**

**DCP Batch No.:** _26_
**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 ☐ |
| • Basic info ☐ | How to format, back-up and recovery data in the hard disk using the recovery disk and one touch recovery function ☐ |
| • Front Panel ☐ | How to update the Operating System and Antivirus software ☐ |
| • Rear Panel ☐ | How to perform the preventive maintenance of the PC ☐ |
| • Mouse ☐ | How to upgrade and replace the hard disk, memory, CD-ROM and other computer peripherals ☐ |
| • Storage Device ☐ | Installation and configuration of 6 terminals to host PC ☐ |
| • Connecting Hardware ☐ | Creation of administration user accounts per terminal ☐ |
| • Turning On ☐ | Operation and troubleshooting of the shared computing technology ☐ |
| • Turning Off ☐ | **VI. Training on Classroom Management Software** |
| **II. Anti Virus** | How to broadcast lessons ☐ |
| • How to scan computers and their drives ☐ | How to call attention of individual or all students ☐ |
| • How to update anti-virus ☐ | How to monitor and control student PCs ☐ |
| • How to quarantine virus ☐ | How to shutdown the terminal from the host PC ☐ |
| | How to share the folder and a printer from host PC to terminals ☐ |
| **III. UPS and AVR** | **VII. Training on Hardware and Software Maintenance** |
| Installation, proper connections ☐ | Kinds of Hardware and Software Malfunctions ☐ |
| Troubleshooting ☐ | Steps and procedures for hardware or software failure or malfunctions reporting using the Helpdesk ☐ |
| Maintenance & Importance ☐ | Steps and procedures in reactivating Operating System (WMS) online and offline ☐ |
| **IV. Printer Operation** | Orientation on the scope of warranties and procedures of the after sales support ☐ |
| Installation ☐ | **VIII. Training on Local Area Network (LAN) Design, Set-Up and Troubleshooting** |
| Software/Driver Installation ☐ | Basic Network Design, Hardware and Topology ☐ |
| Installing/Replacing Cartridge ☐ | How to set-up LAN ☐ |
| Loading Paper ☐ | How to set-up/configure internet connection of host PC ☐ |
| Fixing Paper Jam ☐ | **IX. Training on Security** ☐ |

***Note: Duration of training is 16 hours or 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, 1958)

## 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 | CLASI-FICATION 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 maximun 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 | 328,751.28 |
| 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 | set | Wireless Broadband Router :D-Link Brand; DIR-600 Model; 2.4 Frequency band; WPA2, 64-bit WEP, 128-bitWEP, 4 port switch & 1 WAN port, 54Mpbs | | | | 1,861.60 | 1,861.60 |
| 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 |
| | | | | TOTAL AMOUNT = | | P | 352,536.08 |

**INVOICE**

I CERTIFY that I have this ______ day of ______, invoiced to
LEONARDO P. TORDILLA (Name) Principal I (Designation)
the above listed articles, property of
DepED Central Office
(Name of bureau or office)
FRANCISCO M. VARELA
(Signature of Invoicing Accountable Officer)
Undersecretry for Finance & Administration
(Title)

**RECEIPT**

I CERTIFY that I have this ______ day of ______ 2010 received from
FRANCISCO M. VARELA (Name) Undersecretry for Finance & Administration (Designation)
the above listed articles, property of **BIKAL FISHERIES SCHOOL**
Region V - Division of Camarines Sur
(Name of School)
LEONARDO P. TORDILLA
(Signature of Receiving Accountable Officer)
11-17-10
Principal I
(Title)

## 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.

### Procedure

- For implementing units: After recording delivery in the inventory, the School Property Custodian prepares Acknowledgement Receipt for Equipment (ARE) to the accountable officer
- For non-implementing units: After recoding delivery in the inventory, the Division Supply Officer prepares Acknowledgement Receipt for Equipment (ARE) to the accountable officer

**ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT**

**Department of Education**

**Central Office**

ARE No. **ARE-11-3-012**

| Qty | Unit | Item | Unit Cost | Property No. |
|---|---|---|---|---|
| 1 | Unit | **Desktop**<br>**ACER VERITON X480G**<br>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) |

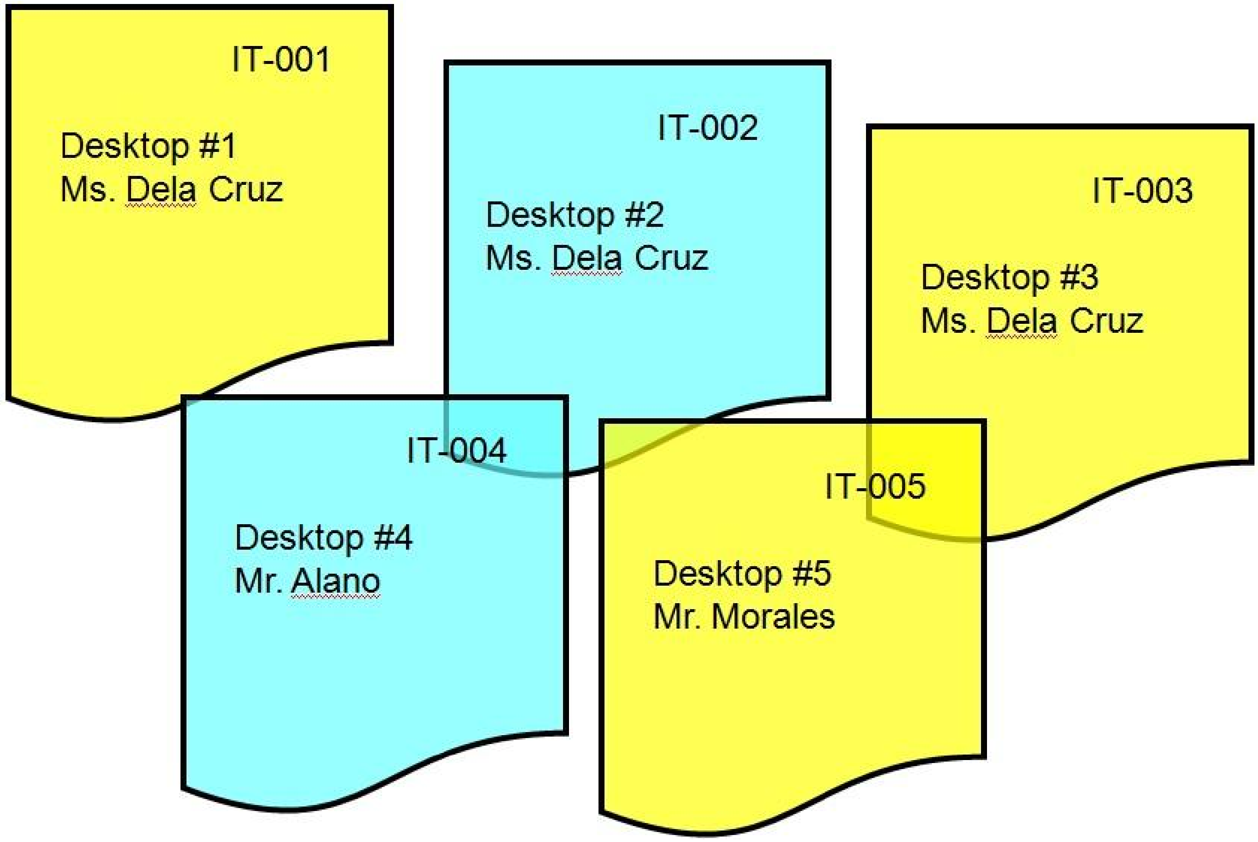
--- Nothing follows ---

| Received By: | Received from: |
|---|---|
| **Pamela Caeg Loveria** | **Maritess Laca Ablay** |
| Signature Over Printed Name | Signature Over Printed Name |
| **Administrative Aide IV**<br>**TechVoc Task Force** | **Chief Administrative Officer**<br>**Property Division** |
| Position / Office | Position / Office |
| **Mar 1, 2011** | **Mar 1, 2011** |
| Date | Date |

Printed by: Albert C. Alano 1 / 1

Printed on: Mar 30, 2012 8:39 AM

## 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. 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

5. 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 my 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)**.

6. What forms must be accomplished, and who shall accomplish them?

| Form | Prepared by | Signed by |
|---|---|---|
| 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/Schools Division Superintendent |
| Acknowledgement Receipt of Equipment (ARE) | Supply Officer/Property Custodian | ICT Coordinator |