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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

<table>
<thead>
<tr>
<th>Summary of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 units Host PC</td>
</tr>
<tr>
<td>42 units desktop virtualization/access terminals/thin client</td>
</tr>
<tr>
<td>Item Description</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>1 unit switch, 24 ports, 10/100/1000Mbps</td>
</tr>
<tr>
<td>1 unit Printer with driver software CD and 1 set of ink cartridge</td>
</tr>
<tr>
<td>1 unit Uninterruptible Power Supply (UPS)</td>
</tr>
<tr>
<td>42 units LED Monitor</td>
</tr>
<tr>
<td><strong>42 units USB Keyboard and Mouse</strong></td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td><strong>4 sets Cat 5e Patch Cords</strong></td>
</tr>
<tr>
<td><strong>Software</strong></td>
</tr>
<tr>
<td><strong>Windows Multipoint Server</strong></td>
</tr>
<tr>
<td><strong>Microsoft Office 2013</strong></td>
</tr>
</tbody>
</table>
### Equipment for Elementary Schools

#### Summary of Equipment

<table>
<thead>
<tr>
<th>1 Unit Host PC</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Anti-virus software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ncomputing Virtualization Software</td>
</tr>
<tr>
<td>Recovery CD</td>
</tr>
<tr>
<td>NetSupport School</td>
</tr>
</tbody>
</table>
6 units desktop virtualization/access terminals/thin client

1 unit 3-in-1 inkjet printer with driver software CD and 1 set of ink cartridge

2 units Projector

1 unit Uninterruptible Power Supply (UPS)
<table>
<thead>
<tr>
<th>7 units LED monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="LED monitor" /></td>
</tr>
<tr>
<td>7 units - USB Keyboard and Mouse</td>
</tr>
<tr>
<td><img src="image" alt="Keyboard and Mouse" /></td>
</tr>
<tr>
<td>1 set Patch Cords</td>
</tr>
<tr>
<td><img src="image" alt="Patch Cords" /></td>
</tr>
<tr>
<td>Item</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>1 unit Laptop with bag</td>
</tr>
<tr>
<td>1 unit multimedia speaker</td>
</tr>
<tr>
<td>1 unit Automatic Voltage Regulator (AVR)</td>
</tr>
<tr>
<td>2 Projector Screens</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th></th>
</tr>
</thead>
</table>
| Operating System: Windows Multipoint Server (for host PC and desktop virtualization) | ![Windows Multipoint Server](image)
| Laptop: Windows 8   | ![Windows 8](image)
<p>| Microsoft Office 2013 | <img src="image" alt="Microsoft Office 2013" /> |</p>
<table>
<thead>
<tr>
<th>Anti-virus software</th>
<th><img src="image" alt="Microsoft System Center" /> <img src="image" alt="Microsoft Forefront" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ncomputing Virtualization Software</td>
<td><img src="image" alt="NComputing" /></td>
</tr>
<tr>
<td>Recovery CD</td>
<td><img src="image" alt="Recovery CD" /></td>
</tr>
<tr>
<td>NetSupport School</td>
<td><img src="image" alt="NetSupport School" /></td>
</tr>
</tbody>
</table>

**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: ______________________

Superintendent: __________________________ Name of Principal/School Head: __________________________
Contact No./Cellphone No.: __________________________ E-mail: __________________________
Name of Computer Laboratory In-Charge: __________________________ Contact No.: __________________________
Contact No./Cellphone No.: __________________________ Fax No.: __________________________
Tel. No. (of the school): __________________________ 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.

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

Based on the assessment above, the school is:

Ready □ Partially Ready □ Not Ready □

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

RECOMMENDATIONS:

ASSIGNED 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**
<table>
<thead>
<tr>
<th>Responsibilities of the supplier/manufacturer/contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The delivery must be within the specified period at the location/s indicated in the P.O. or contract.</td>
</tr>
<tr>
<td>To be done on weekdays between 8am to 5pm</td>
</tr>
<tr>
<td>2. The delivery must be in accordance with technical specifications, terms, and conditions.</td>
</tr>
<tr>
<td>3. Deliveries are in accordance with the Consumer Act of the Philippines (R.A. 7394)</td>
</tr>
</tbody>
</table>

“All supplies shall be adequately”: contained, packed, crafted, cased, bundled, wrapped

Failure to deliver within the prescribed period, the supplier/manufacturer/contractor shall be liable for penalty, usually in the form of **Liquidated Damages. 1/10 of 1%**

Once the **accumulative amount of Liquidated Damages reaches 10% of the contract**, the procuring entity **can cancel** the contract.

<table>
<thead>
<tr>
<th>Conditions for the extension of the delivery period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Force Majeure: chance occurrence, unforeseeable and/or uncontrollable event</td>
</tr>
<tr>
<td>2. Fortuitous Event</td>
</tr>
<tr>
<td>3. Events beyond the control of the contractor.</td>
</tr>
<tr>
<td>4. Delay caused by the buyer and/or recipient entity.</td>
</tr>
</tbody>
</table>

- In case of calamities, deliveries can be accepted by nearby schools, but only for safekeeping.
- Supply Officer/Designated Property Custodian **forwards Original DR & Copy 2 of Approved P.O.** to the Inspection Committee for inspection of the deliveries
CONSUMER ACT OF THE PHILIPPINES

Delivered Procedures

A. Right quality and quantity
B. Stipulated period and location
C. Rejected delivery
D. In case of calamities, deliveries can be accepted by nearby school for safekeeping.
E. Shall be done on weekdays between 8am to 5pm
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

![Secondary School Suggested Network Lay-out](image)

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

Suggested eClassroom Layout – Elementary

![Enclosure no. 4a – Suggested Elementary e-Classroom Lay-out](image)
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

<table>
<thead>
<tr>
<th>Methods of Property Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inspection by Sampling</strong></td>
</tr>
<tr>
<td>Usually, 10% of the entire group is used for sampling</td>
</tr>
<tr>
<td><strong>Random Sampling</strong></td>
</tr>
<tr>
<td>Samples from the delivered group are chosen at random for testing</td>
</tr>
</tbody>
</table>

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:

1. Serial Number
2. Brand Name
3. Model
4. Point of Origin
5. 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.

![Inspection Committee Diagram]

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

| Physical Condition | • Are there any scratches, dents, or any other kinds of damages?  
|                   | • Do the items look new or used? |
| Brochure          | • User manuals  
|                   | • Technical support contact details |
| Physical Count    | • How many items were received?  
|                   | • Are they complete in accordance to the order? |

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:**

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

2. **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**

3. **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:

<table>
<thead>
<tr>
<th>Response Type</th>
<th>Response Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact from Customer Care</td>
<td>within 1 hour from receipt of report</td>
</tr>
<tr>
<td>Service Support</td>
<td>within 72 hours from completed report to Customer Care</td>
</tr>
<tr>
<td>Onsite service (within city)</td>
<td>within 24 hours from notification of Supplier</td>
</tr>
<tr>
<td>Onsite service (provincial/remote)</td>
<td>within 48 hours from notification of Supplier</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| 1        | Unit | Promethean ActivBoard 5H1 + W  
Unit Mounting Bracket, Internet & Fan,  
ActiveInspire License Key CD & Complete Accessories |             |            |        |
| 1        | Unit | Brother DCP-J125 Printer W/CU 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        | Pcs. | 10Port USB Hub |             |            |        |
| 1        | Lot  | Face to Face Lecture & Hands-On Training |             |            |        |

Region III
For: Arayat CS
Address: Arayat San Jocelyn SN Arayat  
Brgy., Pamplona
Attn: VICTORIA C. DAVID  
Tel. #: none

S0497301/97302/97303

PREPARED BY:  
APPROVED BY:  
CHECKED BY:  
TOTAL

REMARKS:

TERMS:
This D.R. is not a receipt of payment neither is an evidence of valid payment of articles covered and/or stated therein. 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 complaint 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.
## DepEd Computerization Program (DCP) Orientation Handbook

### Delivery Receipt

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit</td>
<td>Host PC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Details of Host PC listed]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit</td>
<td>Acer V1930WB 18.5&quot; LCD Monitor w/ Cord</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit</td>
<td>Acer USB Keyboard &amp; Acer USB Optical Mouse w/Pad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit</td>
<td>IBM Computing U170 w/USB Booster, USB Cable 10 Meter) &amp; Complete Acer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit</td>
<td>Emerson Blackwell ES3500 PM UPS &amp; accessories</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Region III**

**Prepared By:** [Signature]  **Checked By:** [Signature]  **Approved By:** [Signature]

**Remarks:** 50-97301/97302/97303

**Terms:**

This D.R. is not a receipt of payment neither it is an evidence of valid payment of items covered and/or stated therein. Invoice will be issued when sales have been made for the above-mentioned articles. If within 14 hours, the said delivered article(s) is not returned or no complaints have 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:**

[Signature]

[Date: 04-14-11]
<table>
<thead>
<tr>
<th>Stand Alone Acer 18.5&quot; LCD Monitor-6 units</th>
<th>Stand Alone Keyboard-6 units</th>
<th>N-Computing-6 units</th>
<th>Stand Alone Mouse-16 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETLKOW016124098FE4303</td>
<td>KBUSKPO8812400296K701</td>
<td>U176T06A2 1113423</td>
<td>MS12000881310200CK701</td>
</tr>
<tr>
<td>ETLKOW016124098DA4303</td>
<td>KBUSKPO8812400298K701</td>
<td>U176T06A2 1113855</td>
<td>MS12000881310200BK701</td>
</tr>
<tr>
<td>ETLKOW016124098EE4303</td>
<td>KBUSKPO8812400293K701</td>
<td>U176T06A2 11122200</td>
<td>MS120008813102015K701</td>
</tr>
<tr>
<td>ETLKOW016124098AF4303</td>
<td>KBUSKPO8812400294K701</td>
<td>U176T06A2 11120656</td>
<td>MS120008813102010K701</td>
</tr>
<tr>
<td>ETLKOW01612409904303</td>
<td>KBUSKPO8812400295K701</td>
<td>U176T06A2 11122203</td>
<td>MS120008813102014K701</td>
</tr>
<tr>
<td>ETLKOW01612409914303</td>
<td>KBUSKPO8812400296C701</td>
<td>U176T06A2 11120655</td>
<td>MS120008813102013K701</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promethean ActivBoard-1 unit</th>
<th>Brother DCP J125-1 unit</th>
<th>Acer Projector A1261P-1 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1103010032</td>
<td>G1F368803</td>
<td>E1JBV016124003205911</td>
</tr>
</tbody>
</table>

*Inspected by:*
Carlo Borja / Gigi Almirez / Raymund Lasam
*5 Inspectors*
Sample Inspection Acceptance Report

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Unit</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>unit</td>
<td>PERSONAL COMPUTER, branded, brand new, ACER VERITON M275</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accessories: Manual, Recovery CD, Mouse, Mouse Pad, Keyboard, Antenna, Power Cord</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>unit</td>
<td>UNINTERRUPTIBLE POWER SUPPLY (UPS), branded, brand new, EMERSON-LIEBERT PS-500PH</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accessories: CD Driver</td>
<td>11</td>
</tr>
<tr>
<td>4</td>
<td>unit</td>
<td>WIRELESS BROADBAND ROUTER, branded, brand new, D-LINK DIR-600 Wireless 180 Power Adapter: Manual, CD Driver, Antenna</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>unit</td>
<td>PRINTER, 3 in 1, color, branded, brand new, BROTHER DCP-J125</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accessories: Manual, CD Driver, Power Cord, USB Cable</td>
<td>11</td>
</tr>
<tr>
<td>6</td>
<td>tot</td>
<td>Training on Basic Software and Hardware Installation and Troubleshooting</td>
<td>11</td>
</tr>
</tbody>
</table>

Joint Inspection Team

PS-DBM Inspector

DepED

Date Inspected: 11-12-10

Recipient School

Date Inspected: 11-12-10

Date Received: 11-17-10

Complete

Property 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 (×) for topics not taken.

<table>
<thead>
<tr>
<th>I. IT Equipment Orientation</th>
<th>V. Training On Basic Software and Hardware of Host PC and Virtualization Kit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up the Computer</td>
<td>How to install and set-up the Windows Multi-user application Suite, MS Office, Antivirus-Printer Driver and necessary drivers to run the PC? [ ]</td>
</tr>
<tr>
<td>· Basic info</td>
<td>How to format, back-up and recover data in the hard disk using the recovery disk and one touch recovery function [ ]</td>
</tr>
<tr>
<td>· Front Panel</td>
<td>How to update the Operating System and Antivirus software? [ ]</td>
</tr>
<tr>
<td>· Rear Panel</td>
<td>How to perform the preventive maintenance of the PC? [ ]</td>
</tr>
<tr>
<td>· Mouse</td>
<td>How to upgrade and replace the hard disk, memory, CD-Rom and other computer peripherals? [ ]</td>
</tr>
<tr>
<td>· Storage Device</td>
<td>Installation and configuration of 6 terminals to host PC. [ ]</td>
</tr>
<tr>
<td>· Connecting Hardware</td>
<td>Creation of administration user accounts per terminal [ ]</td>
</tr>
<tr>
<td>· Turning On</td>
<td>Operation and troubleshooting of the shared computing technology [ ]</td>
</tr>
<tr>
<td>· Turning Off</td>
<td>VI. Training on Classroom Management Software [ ]</td>
</tr>
</tbody>
</table>

II. Anti Virus
How to broadcast lessons? [ ]
How to call attention of individual or all students? [ ]

III. UPS, AVR & Projector (for ES DCP)
How to monitor and control student PC? [ ]
How to shutdown the terminal from the host PC? [ ]

Troubleshooting
Installation, proper connection
Maintenance & Importance

IV. Printer Operation
Kinds of Hardware and Software Malfunctions [ ]
Installation
Steps and procedures for hardware or software failure or malfunctions reporting using the Helpdesk [ ]
Software/Driver Installation
Orientation on the scope of warranties and procedures of the after sales support [ ]
Installing/Replacing Cartridge
Loading Paper [ ]

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

**DePED Central Office**

**To:** BIKAL FISHERIES SCHOOL

**Region V - Division of Camarines Sur**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESKTOP PERSONAL COMPUTER, ACER VERSION M275, 2.9 GHz, 3MIL.2</td>
<td>1</td>
<td>76,800</td>
<td>76,800</td>
</tr>
<tr>
<td>Provided with: 1056 MB DDR3 RAM, 230 GB HDD, Intel Motherboard, and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>supports DDR2 800MHz DIMM, Peripheral Interfaces. 2 USB 2.0 ports (4 in front &amp; 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>at the back); 2 Serial ATA interfaces on the motherboard, 2G0 EUREL 1132 m/s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board 7200 rpm (SATA, DVD+RW (D-LAT), 17&quot; 1.44MB standard network, Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>maximum frame buffer of 256 MB (300GB memory is shared with system memory);</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acoustic speakers, fully compatible with the PC; Mouse optical, PS/2 or USB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>interface w/ mouse pad, keyboard 104 keys, USB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNINTERRUPTIBLE POWER SUPPLY, New Brand: Emerson-Liebert Model: PC500-T1-1,</td>
<td>1</td>
<td>1,650</td>
<td>1,650</td>
</tr>
<tr>
<td>Output Power capacity: 500 Watts/500V, Max. configurable power: 300watts/200VA,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>230vatts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Broadband Router, D-Link Brand, DIR-655 Model: 2.4 Frequency band,</td>
<td>1</td>
<td>1,581</td>
<td>1,581</td>
</tr>
<tr>
<td>WPA2, 54-Mbit/WEP, 32-Mbit/WEP, 1 port variable &amp; 1 WAN port, MIMO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINTER, Brother, MFC-1840</td>
<td>1</td>
<td>2,923</td>
<td>2,923</td>
</tr>
<tr>
<td>TRAINING ON BASIC SOFTWARE AND HARDWARE INSTALLATION.</td>
<td>1</td>
<td>639</td>
<td>639</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT</strong></td>
<td></td>
<td><strong>35,380.08</strong></td>
<td><strong>35,380.08</strong></td>
</tr>
</tbody>
</table>

**INVOICE**

**Receipt**

**LEONARDO P. TORDILLA**

(Signature)

**FRANCISCO M. VARELA**

(Undersecretary for Finance & Administration)

**BIKAL FISHERIES SCHOOL**
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.

---

**ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT**

Department of Education
Central Office

ARE No. ARE-11-3-012

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit</th>
<th>Rem</th>
<th>Unit Cost</th>
<th>Property No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit</td>
<td>ACER VERITON X4890</td>
<td>34,168.00</td>
<td>C01-01-01-11-0001-NF0004</td>
</tr>
</tbody>
</table>

---

Nothing follows

---

Received By: Pamela Calga Loweria
Signature Over Printed Name
Administrative Aide IV
TechVoc Task Force
Position / Office: Mar 1, 2011

Received From: Marites Laca Ablay
Signature Over Printed Name
Chief Administrative Officer
Property Division
Position / Office: Mar 1, 2011

Printed by: Albert C. Aiano
Printed on: Mar 30, 2012 8:35 AM
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 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).
✓ 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?

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Region</th>
<th>Checklist of DCP Processes</th>
<th>Information Required</th>
<th>Process</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.</td>
<td>Received information on schedule of delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.</td>
<td>Inspected boxes if according to specified quantity and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3.</td>
<td>If any were open, tampered with or not in good</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4.</td>
<td>Signed delivery memo for course(s) and/or delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5.</td>
<td>Receipt(s) for authorized local service partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6.</td>
<td>Kept boxes safe &amp; unopened until authorized installer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7.</td>
<td>Installed DCP components in school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8.</td>
<td>Installed DCP equipment and signed inspection form of DCP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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(s) will accomplish this form and submit it to the Division ICT Coordinator.
<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers Trained</td>
<td></td>
</tr>
<tr>
<td>Training Checklist</td>
<td></td>
</tr>
<tr>
<td>Delivery Receipt Received</td>
<td></td>
</tr>
<tr>
<td>Invoice Receipt</td>
<td></td>
</tr>
<tr>
<td>IRP Collected</td>
<td></td>
</tr>
<tr>
<td>Equipment Issue</td>
<td></td>
</tr>
</tbody>
</table>

**Prepared By:**

**Certified By:**

[Names and Signatures of Authoritative School Representatives]