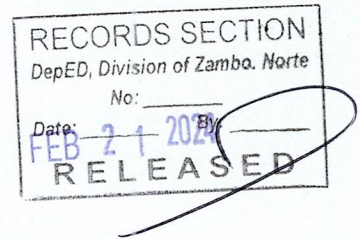




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 20, 2024

Division Memorandum

No. (2), s. 2024

**DISTRIBUTION OF CENTRALLY PROCURED LAPTOP AS ASSISTIVE  
ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES**

To: Public Schools District Supervisors  
School Heads  
Concerned SPED Coordinators  
All Others Concerned  
This division

1. This has reference to the laptops delivered to this Schools Division Office (SDO) per Joint Memorandum dated October 23, 2023 with subject: Information on the Centrally Procured Laptop as Assistive Electronic Tool for Learners with Disabilities (LWDs) to be Delivered to the Schools Division Offices in 2023.
2. Keeping the welfare and safety of LWDs as primary concern during class hours, all concerned officials are hereby notified that the said laptops will be delivered to all recipient schools or respective districts, whichever is feasible. They are likewise reminded to abide by the guidelines particularly issued articulating the roles and responsibilities of concerned personnel on these laptops.
3. Hereto attached are the aforesaid Joint Memorandum and its enclosed guidelines, the allocation list and distribution schedule for ready reference.
4. Widest dissemination of this memorandum is directed.

For the Schools Division Superintendent:

**RAYMOND M. SALVADOR CESO VI**  
Assistant Schools Division Superintendent  
In-Charge of Office

OSDSjlr/Laptops 4LWDs/DM01-021924



Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**DISTRIBUTION SCHEDULE**  
 Laptops 4 LWDs

SCHOOL/DISTRICT	DATE	LOCATION
CD 1 Recipient Schools	<b>February 27, 2024</b>	School
CD 2 Recipient Schools	<b>February 26-27, 2024</b>	School, <b>except</b> for Katipunan I & II, Roxas I and Sindangan South Non-CSs where units can be claimed at their respective district offices in the schedule provided hereunder
CD 3 Recipient Schools	<b>February 26-27, 2024</b>	School, <b>except</b> for Liloy I, Labason and Gutalac I Non-CSs where units can be claimed at their respective district offices in the schedule provided hereunder

**Note:** \*For Non-Central Schools (Non-CSs), please claim your units at the district office on the following schedule:

**District Office**

**Date/Time**

- |                       |                           |
|-----------------------|---------------------------|
| 1. Felipe Cadavedo CS | Feb. 27, 2024 @ 8:00 a.m. |
| 2. Katipunan CS       | Feb. 27, 2024 @ 8:30 a.m. |
| 3. Mandih CS          | Feb. 26, 2024 @ 1:00 p.m. |
| 4. Bacong CS          | Feb. 26, 2024 @ 1:30 p.m. |
| 5. Liloy CS           | Feb. 26, 2024 @ 2:30 p.m. |
| 6. Labason CS         | Feb. 26, 2024 @ 4:30 p.m. |
| 7. Gutalac CS         | Feb. 27, 2024 @ 8:00 a.m. |

Allocation List for Laptop 2022 per Elementary School  
 SY 2021-2022  
 Based on LIS, generated as of January 15, 2022

Region	Division	District	BEIS School ID	School Name	2022
Region VIII	Southern Leyte	San Francisco	122111	San Francisco Central School	1
Region VIII	Southern Leyte	Anahawan	122065	Anahawan Central School	1
	<b>TOTAL</b>	Eastern Samar			<b>4</b>
Region VIII	Eastern Samar	Dolores I	122442	Sto. Niño Elementary School	1
Region VIII	Eastern Samar	Guiuan North	122542	Lupok Central Elementary School	1
Region VIII	Eastern Samar	Oras East	122644	Oras East District SPED Center	1
Region VIII	Eastern Samar	Sulat	122757	Sto. Tomas Elementary School	1
	<b>TOTAL</b>	Northern Samar			<b>10</b>
Region VIII	Northern Samar	Lavezares I	123064	Lavezares Central Elementary School	1
Region VIII	Northern Samar	San Roque	123245	SAN ROQUE CS	1
Region VIII	Northern Samar	Allen	122777	Allen Central Elementary School	1
Region VIII	Northern Samar	Catarman I	122857	Catarman SPED Center	1
Region VIII	Northern Samar	Catarman IV	500236	Cawayan Integrated School	1
Region VIII	Northern Samar	Gamay I	122925	Gamay CS	1
Region VIII	Northern Samar	Laoang I	122943	Laoang I CS	1
Region VIII	Northern Samar	Laoang III	122980	Gibatangan Elementary School	1
Region VIII	Northern Samar	Laoang III	122985	Rawis CS	1
Region VIII	Northern Samar	Las Navas I	123023	Las Navas I Central School	1
	<b>TOTAL</b>	Samar (Western Samar)			<b>4</b>
Region VIII	Samar (Western Samar)	Basey I	123307	Basey I Central Elementary School	1
Region VIII	Samar (Western Samar)	Basey II	123331	Basey II Central Elementary School	1
Region VIII	Samar (Western Samar)	Calbiga	123365	Calbiga Central Elementary School	1
Region VIII	Samar (Western Samar)	Wright I	123932	Wright I Central Elementary School	1
	<b>TOTAL</b>	Ormoc City			<b>7</b>
Region VIII	Ormoc City	Ormoc I	502058	Ormoc City SPED Integrated School	1
Region VIII	Ormoc City	Ormoc II	124155	Ipil Central School	1
Region VIII	Ormoc City	Ormoc III	124195	Linao Central School	1
Region VIII	Ormoc City	Ormoc III	124199	Tambulilid Elementary School	1
Region VIII	Ormoc City	Ormoc VI	124175	Cagbuhangin Elementary School	1
Region VIII	Ormoc City	Ormoc VI	124189	Sabang Bao Elementary School	1
Region VIII	Ormoc City	Ormoc VI	124193	Valencia Central School	1
	<b>TOTAL</b>	Tacloban City			<b>4</b>
Region VIII	Tacloban City	District Learning Center VI	124260	Sto. Nino SPED Center	4
	<b>TOTAL</b>	Zamboanga del Norte			<b>55</b>
Region IX	Zamboanga del Norte	Baliguian	124262	Baliguian CS	1
Region IX	Zamboanga del Norte	Gutalac I	124296	La Libertad ES	1
Region IX	Zamboanga del Norte	Gutalac I	124301	San Juan ES	1
Region IX	Zamboanga del Norte	Gutalac I	195501	Matunoy ES	1
Region IX	Zamboanga del Norte	Gutalac I	195547	Gutalac SPED Center	1
Region IX	Zamboanga del Norte	Katipunan I	195542	Katipunan SPED Center	2
Region IX	Zamboanga del Norte	Katipunan I	501156	Bulawan Integrated School	1
Region IX	Zamboanga del Norte	Katipunan II	124378	Basagan ES	1
Region IX	Zamboanga del Norte	Katipunan II	124388	Seraboc Elementary School	1
Region IX	Zamboanga del Norte	Katipunan II	124394	Sitog ES	1
Region IX	Zamboanga del Norte	Katipunan II	124396	Felipe Cadavedo Central School	1

Allocation List for Laptop 2022 per Elementary School  
 SY 2021-2022  
 Based on LIS, generated as of January 15, 2022

Region	Division	District	BEIS School ID	School Name	2022
Region IX	Zamboanga del Norte	La Libertad	124398	La Libertad CS	1
Region IX	Zamboanga del Norte	Labason	124408	Balas ES	1
Region IX	Zamboanga del Norte	Labason	124417	Labason CS	1
Region IX	Zamboanga del Norte	Labason	124421	Malintubao ES	1
Region IX	Zamboanga del Norte	Labason	124423	Osukan ES	1
Region IX	Zamboanga del Norte	Labason	124424	Patawag ES	1
Region IX	Zamboanga del Norte	Bacungan (Leon Postigo)	124428	Bacungan CS	1
Region IX	Zamboanga del Norte	Liloy I	124446	Banigan ES	1
Region IX	Zamboanga del Norte	Liloy I	124450	El Paraiso ES	1
Region IX	Zamboanga del Norte	Liloy I	124454	Liloy CS	1
Region IX	Zamboanga del Norte	Liloy II	195546	Baybay SPED Center	1
Region IX	Zamboanga del Norte	Roxas I (Manuel A. Roxas)	124478	Capasi ES	1
Region IX	Zamboanga del Norte	Roxas I (Manuel A. Roxas)	195543	Roxas Special Education Center	1
Region IX	Zamboanga del Norte	Roxas II (Manuel A. Roxas)	124495	Dohinob CS	1
Region IX	Zamboanga del Norte	Manukan I	124510	Manukan East Central School	1
Region IX	Zamboanga del Norte	Manukan II	124525	Linay CS	1
Region IX	Zamboanga del Norte	Piñan	124561	Piñan CS	1
Region IX	Zamboanga del Norte	Polanco I	124579	Polanco CS	1
Region IX	Zamboanga del Norte	Polanco II	124588	Lapayanbaja ES	1
Region IX	Zamboanga del Norte	Polanco II	124594	New Sicayab ES	1
Region IX	Zamboanga del Norte	Polanco II	124595	San Pedro ES	1
Region IX	Zamboanga del Norte	Polanco II	124597	Silawe CS	1
Region IX	Zamboanga del Norte	Rizal	124610	Rizal CS	1
Region IX	Zamboanga del Norte	Salug I	124623	Salug CS	2
Region IX	Zamboanga del Norte	Salug II	124625	Bacong CS	2
Region IX	Zamboanga del Norte	Salug II	124626	Binoni ES	1
Region IX	Zamboanga del Norte	Sergio Osmeña I	124651	Sergio Osmeña Central School	1
Region IX	Zamboanga del Norte	Sibuco	124733	Sibuco CS	1
Region IX	Zamboanga del Norte	Sibutad	124751	Sibutad CS	1
Region IX	Zamboanga del Norte	Sindangan Central	195535	Sindangan Special Education Center	2
Region IX	Zamboanga del Norte	Sindangan North	124778	Juan Bugarin CS	1
Region IX	Zamboanga del Norte	Sindangan South	124787	Bato ES	1
Region IX	Zamboanga del Norte	Sindangan South	124791	Calubian ES	1
Region IX	Zamboanga del Norte	Sindangan South	124794	Doroteo Noval ES	1
Region IX	Zamboanga del Norte	Sindangan South	124802	Mandih CS	1
Region IX	Zamboanga del Norte	Sindangan South	124805	Mawal ES	1
Region IX	Zamboanga del Norte	Siocon	124830	Siocon CS	1
Region IX	Zamboanga del Norte	Sirawai	124844	Sirawai CS	1
Region IX	Zamboanga del Norte	Tampilisan	124862	Tampilisan CS	2
	<b>TOTAL</b>	Zamboanga del Sur			<b>10</b>
Region IX	Zamboanga del Sur	Aurora East	196021	ARPS SPED School	1
Region IX	Zamboanga del Sur	Aurora West	124883	Acad ES	1
Region IX	Zamboanga del Sur	Aurora West	124893	Commonwealth CS with SPED Classes	1
Region IX	Zamboanga del Sur	Bayog	196035	Bayog CES SPED	1
Region IX	Zamboanga del Sur	Dumingag I	196022	Dumingag SPED Center	2
Region IX	Zamboanga del Sur	Lapuyan	125157	Antonio V. Apostol Sr. Mem. CES and SPED Ce	1
Region IX	Zamboanga del Sur	Molave East	196010	Molave RPS SPED	1
Region IX	Zamboanga del Sur	Pitogo	125305	Tongao ES	1
Region IX	Zamboanga del Sur	Tambulig	196024	Tambulig CES SPED	1

Allocation List for Laptop 2022 per Junior High School  
 SY 2021-2022  
 Based on LIS, generated as of January 15, 2022

Region	Division	District	BEIS School ID	School Name	2022
	<b>TOTAL</b>	Northern Samar			<b>3</b>
Region VIII	Northern Samar	Catarman IV	303570	Polangi National High School	1
Region VIII	Northern Samar	Catarman IV	500236	Cawayan Integrated School	1
Region VIII	Northern Samar	Laoang II	303565	Marubay NHS	1
	<b>TOTAL</b>	Samar (Western Samar)			<b>1</b>
Region VIII	Samar (Western Samar)	Basey I	303592	Basey National High School	1
	<b>TOTAL</b>	Ormoc City			<b>4</b>
Region VIII	Ormoc City	Ormoc I	303658	New Ormoc City National High School	1
Region VIII	Ormoc City	Ormoc I	305904	Salvacion National High School	1
Region VIII	Ormoc City	Ormoc I	502058	Ormoc City SPED Integrated School	1
Region VIII	Ormoc City	Ormoc II	303655	Ipil National High School	1
	<b>TOTAL</b>	Tacloban City			<b>1</b>
Region VIII	Tacloban City	District Learning Center IV	303663	Leyte National High School	1
	<b>TOTAL</b>	Zamboanga del Norte			<b>4</b>
Region IX	Zamboanga del Norte	Sindangan South	303678	Bartolome Lira, Sr. NHS	1
Region IX	Zamboanga del Norte	Sindangan South	303683	Dumalogdog National High School	1
Region IX	Zamboanga del Norte	Sindangan South	314117	Bartolome C. Lira, Sr. NHS Ext. - Siasin	1
Region IX	Zamboanga del Norte	Sirawai	303744	Sirawai NHS Annex - Piacan	1
	<b>TOTAL</b>	Zamboanga del Sur			<b>13</b>
Region IX	Zamboanga del Sur	Aurora East	303780	Aurora National High School	2
Region IX	Zamboanga del Sur	Aurora West	314212	Monte Alegre National High School	1
Region IX	Zamboanga del Sur	Dumalinao	314252	Locuban NHS	1
Region IX	Zamboanga del Sur	Dumingag I	303773	Dumingag National High School	1
Region IX	Zamboanga del Sur	Labangan I	502034	Glab Integrated School	2
Region IX	Zamboanga del Sur	Lapuyan	303788	Lapuyan NHS	1
Region IX	Zamboanga del Sur	Mahayag North	303801	Panagaan NHS	1
Region IX	Zamboanga del Sur	Mahayag North	314244	PARAISO NATIONAL HIGH SCHOOL (FORMERLY PANAGAAN	1
Region IX	Zamboanga del Sur	Margosatubig	300000	Digon National High School	1
Region IX	Zamboanga del Sur	Midsalip	303796	Midsalip NHS- Main	1
Region IX	Zamboanga del Sur	Tabina	314219	Malim NHS	1
	<b>TOTAL</b>	Zamboanga Sibugay			<b>5</b>
Region IX	Zamboanga Sibugay	Diplahan	303828	Diplahan NHS	1
Region IX	Zamboanga Sibugay	Ipil	303854	Zamboanga Sibugay NHS	1
Region IX	Zamboanga Sibugay	Kabasalan	303839	Kabasalan NHS	1
Region IX	Zamboanga Sibugay	Payao	303856	Payao NHS	2
	<b>TOTAL</b>	Zamboanga City			<b>7</b>
Region IX	Zamboanga City	Ayala	303915	Ayala NHS	1
Region IX	Zamboanga City	Baliwasan	303942	Zamboanga NHS West	1
Region IX	Zamboanga City	Mercedes	303920	Culianan NHS	1
Region IX	Zamboanga City	Putik	303922	Maria Clara L. Lobregat NHS	1
Region IX	Zamboanga City	Sta. Maria	303923	Don Pablo A. Lorenzo MHS	1
Region IX	Zamboanga City	Sta. Maria	314808	Pasonanca NHS	1
Region IX	Zamboanga City	Tetuan	303940	Zamboanga City HS, Main	1
	<b>TOTAL</b>	Malaybalay City			<b>2</b>

Allocation List for Laptop 2022 per Senior High School  
 SY 2021-2022  
 Based on LIS, generated as of January 15, 2022

Region	Division	District	BEIS School ID	School Name	2022
					1
	<b>TOTAL</b>	Sagay City			
Region VI	Sagay City	Sagay City District I	311803	Gloria Poblador dela Paz National High School	1
	<b>TOTAL</b>	Bohol			4
Region VII	Bohol	Alicia	302863	La Hacienda National HS	1
Region VII	Bohol	Garcia-Hernandez	312352	Cambuyo HS	1
Region VII	Bohol	Sagbayan	302887	San Agustin NHS	1
Region VII	Bohol	San Miguel	302897	San Miguel Technical Vocational High School	1
	<b>TOTAL</b>	Cebu			2
Region VII	Cebu	Daanbantayan II	303053	Maya National High School	1
Region VII	Cebu	Poro	303009	Zosimo E. Fabroa MNHS	1
	<b>TOTAL</b>	Cebu City			4
Region VII	Cebu City	North District 3	303136	Busay National High School	1
Region VII	Cebu City	North District 6	303156	Zapatera NHS (Day & Night)	1
Region VII	Cebu City	South District 1	303144	First High School for the Hearing Impaired	1
Region VII	Cebu City	South District 5	312506	Tisa National High School ( Day & Night)	1
	<b>TOTAL</b>	Negros Oriental			4
Region VII	Negros Oriental	Dauin	303225	Dauin National High School	1
Region VII	Negros Oriental	La Libertad	303258	Pacuan National High School	1
Region VII	Negros Oriental	Mabinay I	303244	Mabinay National High School	1
Region VII	Negros Oriental	Mabinay II	303211	Bagtic National High School	1
	<b>TOTAL</b>	Bais City			1
Region VII	Bais City	Bais City North	323011	Bais City Olympia National High School	1
	<b>TOTAL</b>	Biliran			1
Region VIII	Biliran	Caibiran	303328	Caibiran National High School	1
	<b>TOTAL</b>	Leyte			3
Region VIII	Leyte	Abuyog South	303335	Abuyog National High School	1
Region VIII	Leyte	Burauen North	303353	Burauen Comprehensive National High School	1
Region VIII	Leyte	Hilongos North	303374	Hilongos National Vocational School	1
	<b>TOTAL</b>	Northern Samar			1
Region VIII	Northern Samar	Gamay II	303553	Bangon NHS	1
	<b>TOTAL</b>	Samar (Western Samar)			1
Region VIII	Samar (Western Samar)	Jiabong	313710	Cuyting Uy National High School	1
	<b>TOTAL</b>	Zamboanga del Norte			1
Region IX	Zamboanga del Norte	Rizal	303726	Sebaca NHS	1
	<b>TOTAL</b>	Zamboanga del Sur			1
Region IX	Zamboanga del Sur	Molave East	303797	Molave Vocational Technical School	1



Republic of the Philippines  
**Department of Education**

---

JOINT MEMORANDUM

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOLS DIVISION SUPPLY OFFICERS

FROM : ALMA RUBY C. TORIO  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

*[Signature]*  
REVSEE A. ESCOBEDO  
Undersecretary for Operations

SUBJECT : INFORMATION ON THE CENTRALLY PROCURED LAPTOP AS  
ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH  
DISABILITIES (LWDs) TO BE DELIVERED TO THE SCHOOLS  
DIVISION OFFICES IN 2023

DATE : October 23, 2023

---

The Department of Education, through the Bureau of Learning Resources (BLR), has procured laptops for learners with disabilities (LWDs) using the FY 2022 Continuing Fund. The procured laptops as assistive tools complement the MATATAG's Basic Education Agenda of an inclusive and supportive teaching and learning environment making basic education accessible for all.

Relative hereto, JONECO Tech. Marketing Corporation as the Awarded Supplier is expected to deliver the laptops to Schools Division Offices (SDOs) starting this **January 2024**. The Division Supply Officer is requested to be present during the delivery, inspection, and receipt of the laptops. However, in the absence of the Division Supply Officer, the BLR requests for the name of the duly authorized receiving personnel sent to [blr.lrpdi@deped.gov.ph](mailto:blr.lrpdi@deped.gov.ph) (**Attention: Shiela D. Cabisidan**) copy furnished as [amd@deped.gov.ph](mailto:amd@deped.gov.ph) (**Attention: Albert C. Alano**) to be submitted on or before **January 15, 2024**. The detailed guidelines for this project is attached for reference and guidance.

*Attached: as stated*

# GUIDELINES ON THE RECEIPT, INSPECTION, DELIVERY AND UTILIZATION OF THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES (LWDs)

## I. RATIONALE

The 1987 Philippine Constitution provides that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. Further, Republic Act (RA) 7277, or Magna Carta for Disabled Persons, ensures that learners with disabilities have access to quality education and ample opportunities to develop their skills.

In compliance with Section 16 of RA 11639 or the General Appropriations Act (GAA) for FY 2022, and other similar Special Provisions in the 2023 GAA which states the provision of learning resources (LRs) shall include multiple platforms using electronic and online modes of delivery for learners with disabilities (LWDs) enrolled in formal school and ALS, the provision of laptops with accessibility features is necessary to serve as a platform for different learning modalities for LWDs.

Given this, the procured laptops as assistive electronic tools for LWDs with accessibility features and application software such as Non-Visual Desktop Access (NVDA) and Thorium Electronic Publication (ePUB) reader are relevant in developing, supporting, and strengthening education management and learning systems of LWDs to improve access to quality and inclusive primary education.

These guidelines shall guide the field offices in their role and responsibilities on the inspection, receipt, distribution, utilization, and monitoring of the laptops as assistive electronic tools for LWDs.

## II. SCOPE

This Memorandum covers the guidelines on the utilization of laptops as assistive electronic tools for LWDs which can be used as a platform for different modes of delivery and further access to available digital learning resources.

## III. DEFINITION OF TERMS

For purposes of these guidelines, the following terms are operationally defined as follows:

1. **Accessibility features** are applications designed to help learners with disabilities use technology more easily and provide equal access and opportunity;
2. **Assistive electronic tools** are assistive technology either device, software, or product that improves a person's ability to perform a task;
3. **Digital materials** are those that can be accessed by computer such as audio, video, and visual content included in the lessons/topics to make them engaging, interactive, and multi-sensorial;
4. **Goods** are the centrally procured laptops as assistive electronic tools with accessibility features for utilization of the learners across all disabilities;



5. **Laptop** is classified as an assistive electronic tool that is easy to carry around, offers many learning benefits for LWDs, allows accessible electronic or online learning resources, and facilitates quicker learning through its accessibility features;<sup>2</sup>
6. **Non-Visual Desktop Access (NVDA)** is a free, open-source "screen reader" which enables blind and vision-impaired people to use computers; and
7. **Thorium Reader** is a free highly accessible, multilingual, and multi-format reading application software.

#### IV. IMPLEMENTING GUIDELINES

##### A. Procedures, Duties, and Responsibilities

###### **Bureau of Learning Resources (BLR)**

1. The BLR identifies the recipient Schools Division Offices (SDOs) of the procured Goods.
2. The Goods are allocated to the recipient schools based on the available data from the Enhance Basic Education Information System (EBEIS) LWD enrolment across all types of disabilities in each division. Please refer to this link: [https://bit.ly/Batch2LaptopAllocation\\_perSchool](https://bit.ly/Batch2LaptopAllocation_perSchool) for the allocation of Goods to be received and distributed to recipient schools.
3. The recipient SDOs shall be informed by the Bureau of Learning Resources (BLR) on the delivery schedule provided by the Awarded Supplier through a Joint Memorandum of the Office of the Undersecretary for Curriculum and Teaching (OUCT) and Operations.
4. The BLR shall prepare the inspection protocols of Goods which shall be discussed during the orientation of the Awarded Supplier and Pre-delivery Inspectorate Team.

###### **Awarded Supplier**

1. The Awarded Supplier shall send a request for pre-delivery inspection (PDI) to the Procurement Management Service-Contract Management Division (ProcMS-CMD) copy furnished with the following details:
  - a. BLR Project Title and Contract Number;
  - b. Specific goods for inspection;
  - c. Quantity of goods for inspection;
  - d. Venue/Address of inspection site; and
  - e. Proposed schedule of inspection which must be at least ten (10) calendar days from the submission of the written request.
2. The complete quantity of goods stated in the request for PDI must be available in the warehouse of the Awarded Supplier.
3. The Awarded Supplier in coordination with the DepEd Central Office Inspectors shall prepare the inspection area, to ensure smooth inspection flow. The inspection should have enough space for the conduct of the inspection and well-ventilated.
4. Upon completion of PDI and once everything is in order, the Asset Management Division (AMD) of the Central Office shall sign the acceptance portion in the Inspection and Acceptance Report (IAR) and issue the same to the Awarded Supplier who shall then deliver the Goods to recipient SDOs

based on their submitted delivery schedule within the contract delivery period of 120 calendar days from the Notice to Proceed dated July 11, 2023.

**B. Pre-Delivery Inspection at the Central Office**

1. The technical specifications in Annex A are used as a reference during the inspection.
2. The inspection technique is 100%.
3. The inspection and test protocol specific to the Goods shall serve as a guide during the conduct of the inspection.
4. PDI protocols should be compliant with DepEd Order 041, s. 2021 or any amending order.

**Receipt, Inspection, and Acceptance**

1. Before the scheduled delivery to the recipient division:
  - a. the Awarded Supplier shall coordinate with AMD for the issuance of the IAR;
  - b. the Awarded Supplier shall notify the AMD and DepEd Division Supply Officer on the schedule of delivery as indicated in the Joint Memorandum disseminated to the field offices; and
  - c. Only laptops that passed the PDI shall be delivered to SDOs.
2. Upon delivery of the Goods to the recipient division:
  - a. The laptop can only be unloaded in the presence of the Division Supply Officer, duly authorized personnel, and the SDO inspectorate team. If neither of the two is present, duly authorized receiving personnel shall handle the delivery and acceptance protocols;
  - b. Only the Division Supply Officer or their duly authorized personnel shall receive the deliveries; and
  - c. The Division Supply Officer or the duly authorized receiving personnel shall:
    1. sign the delivery receipt based on quantity and quality and indicate the date of actual delivery for computation of liquidated damages in case of delay of delivery;
    2. forward delivery receipt (DR), Purchase Order (PO)/Contract to the Inspectorate Team for inspection;
    3. sign the "Acceptance" portion of the IAR based on the recommendation of the Inspectorate Team;
    4. record delivery in the Semi-Expendable Property Card or Property Card (for PPE);
    5. prepare the consolidated report of deliveries required in DO 45, s. 2006 and submit to the Regional Supply Officer;
    6. forward signed DR and IAR to the Awarded Supplier for payment purposes; and
    7. prepare issuance documents to the recipient school i.e., Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) and sign all "Issued by:" portions of PAR and ICS.
  - d. The SDO Inspectorate Team shall perform the inspection of the delivered Goods to ensure the Goods conform with the technical requirements, physical conditions, and quantity among others before signing the inspection part of the IAR.

- e. Deliveries of Goods to the recipient SDO shall be on regular working days, during office hours from 8:00 A.M. to 5:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.

During receipt of Goods

- a. In case some items are missing or damaged, the Awarded Supplier should replace the missing/damaged items. Deliveries should be rejected if found to be not by conditions stated in the IAR.
- b. Rejected Goods shall be replaced by the warranty provisions in the bidding documents. A **three-year warranty** for the delivered and accepted laptops and a **one-year warranty** for the delivered and accepted laptop accessories shall reckon from the date of issuance of Certificate of Final Acceptance (CFA) by the Department of Education.
- c. The Awarded Supplier shall replace all rejected Goods within **fifteen** calendar days.
- d. The replacement Goods shall be subject to re-inspection.
- e. Issues/concerns should be sent to the Bureau of Learning Resources Office of the Director with the email address [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph) copy furnished [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph) for appropriate action.

**C. Recording of Goods**

1. The Division Supply Officer shall keep a record of the inventory of the unit and put inventory/property tag prior to release to school and send a notification through the Division Memorandum announcing the recipient of the laptop.
2. The School Property Custodian (SPC) shall sign the "**Requested by**" and "**Received by**" portions of the RIS and submit to the SDO Supply Officer.
3. The School Property Custodian shall initially accept the accountability based on the PAR and ICS issued by the SDO Supply Officer.
4. The School Property Custodian records delivery in the Semi-Expendable Property Card or Property Card (for PPE).
5. The School Property Custodian prepares PAR or ICS to transfer the accountability to the identified teacher-recipient of the school (*Note: all items not supported by PAR/ICS to the identified teacher-recipient are considered under the custody of SPC*).
6. The School Property Custodian prepares the necessary documents before issuance to the teacher-adviser of the LWDs who shall ensure proper care and responsibility for the utilization of the laptop by the learners.
7. The teacher-adviser of the target user with the assistance of the School Information Technology Officer (ITO)/Coordinator shall check first the condition of the laptop and its content.

**D. Distribution of Goods**

The SDO shall notify the recipient schools through a Division Memorandum to get their allotted Goods from their respective SDO.

## **E. After the Deliveries**

The Division Supply Officer shall duly sign the following documents which shall be submitted by the Awarded Supplier to the ProcMS-CMD for preparation of payment of the end-user:

- a. Delivery Receipt;
- b. Inspection and Acceptance Report; and
- c. Property Transfer Report.

## **F. Utilization, Safekeeping, and Maintenance**

### **Utilization**

1. The laptop, as an assistive electronic tool is primarily intended for learning purposes of LWDs enrolled in the formal school and alternative learning system (ALS).
2. Utilization of the device by ALS learners may also be permitted by the agreed schedule, conditions of borrowing, and maintenance set forth by the lending school.
3. The laptop will be used as a platform for accessing different LRs for LWDs enrolled in the formal school and ALS.
4. Only quality-assured accessible format LRs developed and/or managed by the Central Office, Region and Division Offices, and schools must be uploaded in the unit by the School Information Technology Officer (ITO)/Coordinator.

### **Safekeeping and Maintenance**

1. The School Heads shall ensure that the laptops which are government property are properly used, cared for, safeguarded, and recorded.
2. Before turning over the laptops to the class advisers, the school should ensure that they are properly accounted for and recorded by the Administrative Officer II designated as School Property Custodian and/or School Property Custodian if the school does not have an appointed Administrative Officer (AO) II.
3. The school is responsible for the safekeeping and maintenance of the laptops and is liable for any damages or losses; however, the Class Advisers and/or Special Needs Education Teachers are liable for any losses or damage if it is determined that negligence occurred while the device was in their custody.
4. The AO II designated as School Property Custodian/School Property Custodian in coordination with designated School Information Technology (ICT) Coordinator shall conduct checking and/or inspection of its condition at the end of the school year.
5. The repair and maintenance of the laptop shall be charged to a special education fund, the school's Maintenance and Other Operating Expenses (MOOE), and other sources.

### **Service Center**

The authorized service center per Region in the Philippines by the Awarded Supplier is in Annex B.

### **Installation of other Accessible Software**

In addition to the NVDA, Thorium, and Microsoft Office 365 installed in each laptop other free accessible application software for LWDs recommended by their teacher/s can also be installed through the approval and assistance of the Information Technology Coordinator of the Division and/or School.

### **V. MONITORING AND EVALUATION**

The BLR-PD shall monitor and continuously gather feedback on the utilization, safekeeping, and maintenance of the assistive electronic tool for learners with disabilities. Schools Division Offices (SDO) shall submit utilization report to BLR-PD at the end of the school year articulating the effectiveness of the provision of assistive devices in improving access and effective learning outcomes.

### **VI. REFERENCES**

1987 Philippine Constitution states in Article XIV, Section 1  
Section 16 of Republic Act 11639 or the General Appropriations Act (GAA) for 2022  
2023 Special Provisions  
Republic Act (RA) 7277, otherwise known as Magna Carta for Disabled Person,  
Republic Act 11518 (*General Appropriation Act of 2021*)  
DepEd Order No. 41, s. 2021, (*Inspection and Acceptance Protocol for the Procurement of Goods in the Department of Education*)  
Contract No.: 2022-BLR2(025)-BII-CB026-C026 Procurement of Laptop as Assistive Electronic Tool for LWDs-Batch 2

### **VII. EFFECTIVITY**

This Memorandum shall take effect immediately upon its issuance.