



Republic of the Philippines

Department of Education

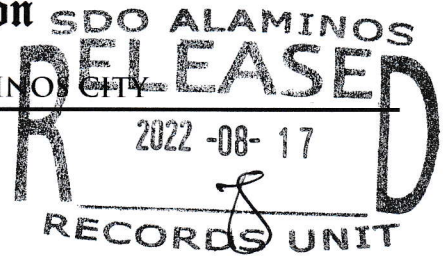
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 312 s. 2022



TO : Assistant Schools Division Superintendent - *[Signature]*
Chief, Curriculum Implementation Division (CID) - *[Signature]*
Chief, School Governance and Operations Division (SGOD) - *[Signature]*
Administrative Officer V - *[Signature]*
School Head of Public Elementary and Secondary Schools

FROM : The Schools Division Superintendent

SUBJECT : **DepEd Computerization Program (DCP) Warranty Issue Reporting Format**

DATE : August 16, 2022

1. This is in reference to the unnumbered memorandum from the Office of the Director of Information and Communication Technology Services dated March 25, 2022, on the reporting format for the non-working DCP computer units that are still under warranty for uniformity and easy monitoring of equipment that requires repair and maintenance.

2. The DCP warranty reporting format shall contain the following information:

Region :
School ID :
School Name :
Batch :
Quantity :
Item/Unit :
Serial Number :
Supplier :
Problem :
Contact Number/s :
Contact Person/s :

3. For easy reference, the Activity Codes, Region, Fund Year, Batch Number, and Supplier's Name shall be included as the email subject. Example:

AC02-R1-20191-RedDot

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscite.com
Email Address: alaminos.city@deped.gov.ph





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4. Activity Code and description for the warranty issue are as follows:

ACTIVITY CODE	WARRANTY ISSUE
AC01	Replacement/Damage upon delivery
AC02	Warranty Claims/Defective Units
AC03	Typhoon/Calamities
AC04	Stolen
AC05	Pull-out
AC06	Bayanihan
AC06A	Replacement/Damaged upon delivery (Bayanihan)
AC06B	Warranty Claims/Defective Units (Bayanihan)

5. When all concerns have been fully addressed, the school ICT Coordinator shall input the following information through the following link:

<https://bit.ly/3NpashE>

6. For further inquiries and clarification on this matter, please contact Engr. Ofelia L. Algo, Information Technology Officer III, Chief-Technology Infrastructure Division, and Ezra Valerie Cabañal, Technical Assistant II at Phone Nos. +632.8 6332363/+639088782413 or email at ofelia.algo@deped.gov.ph, ezra.cabanal@deped.gov.ph, and dcp.recipients@deped.gov.ph.
7. For information, guidance, compliance, and appropriate action.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

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