



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

March 29, 2022

DIVISION MEMORANDUM
No. 065, s. 2022

**DEPED COMPUTERIZATION PROGRAM (DCP) WARRANTY ISSUE
REPORTING FORMAT**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Others Concerned

1. This is to disseminate Unnumbered Memorandum from the Office of the Director of Information and Communications Technology Service (ICTS) of DepED Central Office.
2. This is to direct all School ICT Coordinators to use the warranty reporting format given by the ICTS for uniformity and easy monitoring of equipment that requires repair and maintenance for non-working computer units that are still under warranty.
3. Kindly refer to the attached said Unnumbered Memo for the other important details/instructions.
4. Immediate dissemination and compliance with this Memorandum is enjoined.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

<SDS/ASDS/ICT/EFM



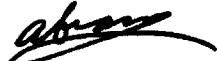

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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

FOR : **Regional and Division IT Officers**

FROM : 
ABRAM Y.C. ABANIL
Director IV, ICTS 

SUBJECT : **DEPED COMPUTERIZATION PROGRAM (DCP)
WARRANTY ISSUE REPORTING FORMAT**

DATE : **March 25, 2022**

This is to direct all IT Officers to notify the School ICT Coordinator with non-working computer units that are still under warranty to use the warranty reporting format for uniformity and easy monitoring of equipment that requires repair and maintenance.

The DCP warranty reporting format shall contain the following information:

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

For easy reference, the Activity Codes, Region, Fund year, Batch number and Supplier's name shall be included as the email subject.

Example: **AC01-R1-20191-CTI**

ACTIVITY CODE	WARRANTY ISSUES
AC01	Replacement/Damaged upon delivery
AC02	Warranty Claims/Defective Units
AC03	Typhoon/Calamities
AC04	Stolen
AC05	Pull-out
AC06	Bayanihan
ACO6A	Replacement/Damaged upon delivery (Bayanihan)
ACO6B	Warranty Claims/Defective Units (Bayanihan)

When all concerns have been fully addressed, the school ICT Coordinator shall input the following information through the following link:
<https://bit.ly/3NpashE>

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 atofelia.algo@deped.gov.ph, ezra.cabanal@deped.gov.ph and dcp.recipients@deped.gov.ph

Thank you!