



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

02 FEB 2022

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **74**, s. 2022

**GUIDELINES FOR THE DEPLOYMENT/ DELIVERY OF LAPTOP COMPUTERS
FOR PUBLIC SCHOOL TEACHERS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Elementary and Secondary School Heads
All Others Concerned

1. The Office of the Undersecretary for Administration (OUA) announces the ongoing deployment of Laptop Computers for Public School Teachers procured by the Procurement Service-Department of Budget and Management funded under Bayanihan to Recover as One Act thru the 3rd Party Logistics.
2. The School ICT Coordinators of the identified recipient schools shall keep both hard and softcopy of the guidelines stipulated in the attaced **OUA MEMO 00-1221-0162**, dated December 28, 2021 and must inform the School Heads, School Property Custodians and the recipient Teachers the details of the guidelines.
3. Reference to the said guidelines is **DepEd Order No. 42 s. 2018** – Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.
4. Immediate dissemination and compliance with this Memorandum is enjoined.

Paulin

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

2/2/22

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18



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. _____, s. 2022

**GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF LAPTOP COMPUTERS
FOR PUBLIC SCHOOL TEACHERS**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. Enclosed is **OUA Memo 00-1221-0162** titled **Guidelines for the Deployment/Delivery of Laptop Computers for Public School Teachers**.
2. Immediate dissemination and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-1221-0162
MEMORANDUM
28 December 2021

For: **Regional Directors**
Schools Division Superintendents
District Supervisors
Principals and School Heads
Regional and Division Supply Officers
Regional and Division IT Officers
School Property Custodians
School ICT Coordinators

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF
LAPTOP COMPUTERS FOR PUBLIC SCHOOL TEACHERS**

The Office of the Undersecretary for Administration (OUA) announces the ongoing deployment/delivery of Laptop Computers for Public School Teachers procured by the Procurement Service-Department of Budget and Management funded under Bayanihan to Recover as One Act thru the 3rd Party Logistics.

The following guidelines are hereby issued for the effective and efficient deployment/delivery:

- 1. The School Property Custodian (or designated alternate) shall perform an initial checking of the delivered laptops** as to the physical condition of the boxes and quantity upon delivery of the goods to the project sites/recipient schools.

1.1 Technical Specifications of the Laptop:

Brand/Model: Dell Latitude 3420
Processor: Intel Celeron 6305 1.8GHz, 4MB Cache, 2 Core
Memory: 8GB DDR4, 3200 MHz, SODIMM
Screen size: 14", FHD 1920X1080, 60Hz, Anti-glare, Non-touch
Storage: 1TB, 5400 RPM, SATA, HDD
Camera: Built-in
Connectivity: Intel Wi-Fi 6 AX201
Bluetooth: Bluetooth 5.1



Ports:

- 1 x USB 3.2 Gen 2x2 Type-C port with DisplayPort alt mode/Power Delivery
- 1 x USB 3.2 Gen 1 port
- 1 x USB 3.2 Gen 1 port with PowerShare
- 1 x USB 2.0 port
- 1 x Universal Audio Port
- 1 x HDMI 1.4 port
- 1 x microSD-card slot
- 1 x Flip-down RJ 45
- 1 x Wedge-shaped lock slot

Power Adapter: 65 W AC adapter, 4.5 mm barrel

Keyboard: US English Layout, Standard size, Backlit

Mouse: Genius NX-7000, Optical, Wireless

Headset: Genius HS-M200C

Touchpad: Precision Touchpad, Multi-Touchpad

Endpoint Protection: SOPHOS with 1 - year subscription (activated)

Operating System: Windows 10 Pro Education (activated)

Pre-installed and activated application software: Microsoft Office and Dell Optimizer

Laptop Bag: With embroidered DepEd logo

Others: Laptop BIOS and screen with DepEd logo

Master copy of Software: 1 USB per Division IT Officer

Copy of Software: 1 USB per recipient school

2. TRAINING

A training video is provided in lieu of face-to-face training and is saved as a file on the laptop's hard disk drive.

3. WARRANTY


- 3.1 A three (3)-year onsite support warranty for the laptop computer parts and labor is provided. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance.)
- 3.2 Technical support: The Supplier must have personnel possessing any of the following: **NC-II in Computer Hardware Servicing**, or **Licensed Electronics Technician**, or **Manufacturer's Certified Technician**, in at least **two (2) locations** (in different provinces) in every region where the equipment will be deployed.
- 3.3 Supplier must have Level 1 and Level 2 Technical Support with 8x5 SLA; 4-hour response time within Metro Manila and next business day for provisional areas.


- 3.5 Remote support shall be provided immediately by the Supplier through the Hotline upon receipt of service call. For email service requests, the response time is 24 hours.
- 3.6 Onsite support service shall be provided by the Supplier the next business day after final remote diagnosis for delivered items within Metro Manila; at most, 2 business days for areas outside Metro Manila.
- 3.7 In case unit/s cannot be repaired, the unit/s must be replaced within the **maximum of fifteen (15) calendar days**.
- 3.8 A guaranteed service unit shall be provided while waiting for the replacement of defective units that are still within the warranty period. The service unit should be made available prior to the pullout of the defective equipment.
- 3.9 The supplier warrants that it will provide the necessary technical support and assistance at their own expense, in the event that any of the software installed in the Laptop units delivered at DepEd's Regional Office is found defective or not functional.

Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.

For clarifications and more information on these matters, please contact Engr. Ofelia L. Algo, ICTS-TID Chief, at ofelia.algo@deped.gov.ph.

For reference and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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