



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

Office of the Schools Division Superintendent


MAY 2022

DIVISION MEMORANDUM  
No. 383, s. 2022

**CALL FOR THE SUBMISSION OF LETTER REQUEST FOR  
REPAIR AND MAINTENANCE OF DEFECTIVE OUT-OF-WARRANTY DCP UNITS**

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

1. The Information and Communications Technology Service - Technology Infrastructure Division (ICTS-TID) has downloaded funds to the Regional Office intended for the **repair and maintenance of defective out-of-warranty DCP packages**.
2. In this regard, interested School ICT Coordinators are requested to submit their request to their respective Division Office. The request letter must contain the program of works or detailed cost estimates of the items to be replaced or repaired. Get the copy of the template from the Division IT Officer. **Deadline of submission is on or before May 13, 2022.**
3. The Division IT Officer shall then endorse the consolidated request with a cover letter signed by the Schools Division Superintendent to the regional office addressed to the Regional Director through the Regional IT Officer.
4. Immediate dissemination and strict compliance with this Memorandum is enjoined

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPI/OSDS-ICT/RVD/gao/8



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



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REGIONAL MEMORANDUM

No. : , s. 2022

**CALL FOR THE SUBMISSION OF LETTER REQUEST FOR REPAIR AND  
MAINTENANCE OF DEFECTIVE OUT-OF-WARRANTY DCP UNITS**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL CONCERNED

1. The Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID) has downloaded funds to the Regional Office intended for the repair and maintenance of defective out-of-warranty DCP packages.
2. In this regard, interested School ICT Coordinators are requested to submit their request to their respective Division Office. The request letter must contain the program of works or detailed cost estimates of the items to be replaced or repaired. Please get a copy of the template from the Division IT Officers.
3. The Division IT Officers shall then endorse the consolidated request with a cover letter signed by the Schools Division Superintendent to the regional office addressed to the Regional Director through the Regional IT Officer.
4. Immediate dissemination and compliance with this Memorandum is enjoined.

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



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph