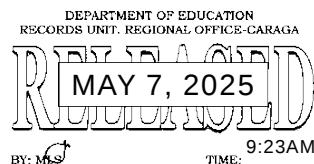




Republic of the Philippines
Department of Education
 CARAGA REGION



MAY 7, 2025

REGIONAL MEMORANDUM

No. 0466, s. 2025

To: Schools Division Superintendents
 All Others Concerned

**SCHEDULE OF DELIVERY AND REGIONAL INSPECTION OF
 LAPTOPS FOR NON-TEACHING PERSONNEL**

1. This Office hereby informs all concerned Schools Division Offices (SDOs) of the official schedule for the delivery of DCP FY 2025 Laptops for Non-Teaching (L4NT) Personnel, as indicated below:

Dates	Division Office	Units	Dates	Division	Units
May 07, 2025	Agusan del Norte	34	May 08, 2025	Dinagat Islands	16
	Butuan City	22		Siargao Islands	17
	Cabadbaran City	5		Surigao City	11
	Bayugan City	9		Surigao del Norte	27
	Agusan del Sur	75		Surigao del Sur	76
	Bislig City	8		Tandag City	5
				Total	305

2. All SDOs are advised to ensure the presence of authorized personnel during the scheduled delivery. Proper procedures for the delivery and acceptance of the DCP packages must be strictly observed.

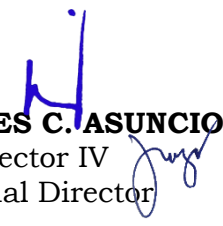
3. Following the completion of deliveries, the regional office will conduct on-site inspections to validate the receipt, condition, and documentation of the laptops. Below is the schedule of the inspection visits:

Dates	Division Office	Dates	Division Office
May 09, 2025	Agusan del Norte	May 14, 2025	Tandag City
	Butuan City		Surigao del Sur
	Cabadbaran City	May 15, 2025	Siargao Islands
May 13, 2025	Bayugan City		Surigao City
	Agusan del Sur	May 16, 2025	Dinagat Islands
	Bislig City		Surigao del Norte

4. To facilitate smooth inspection, all SDOs are requested to:

- Prepare the laptops for viewing and physical verification.
- Ensure the availability of the delivery documents such as Delivery Receipt (DR), Inspection and Acceptance Report (IAR), Inventory Custodian Slips (ICS), and Distribution List (if already allocated to end-user)
- Assign a point person from the ICT and Supply/Property Sections to assist the regional team during the visit.

5. Immediate and wide dissemination of this memorandum is highly desired.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

COMPUTER EDUCATION

ORD/mma
05/06/2025