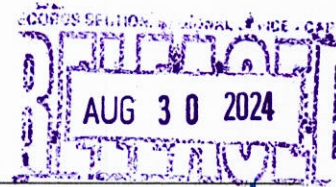




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No **0877**, s. 2024

To: Schools Division Superintendent
This Region

**GUIDELINES FOR THE DISPOSAL OF UNSERVICEABLE
AND OUT-OF-WARRANTY DCP PACKAGES**

1. This memorandum informs field offices of the finalized guidelines for the disposal process of unserviceable and out-of-warranty DepEd Computerization Program (DCP) packages. These guidelines have been developed based on inputs from a series of coordination meetings with Regional and Division IT Officers, Supply Officers, Accountants, School Heads, School Property Custodians, and School ICT Coordinators.
2. The main objective of these guidelines is to establish a clear and standardized process for the safe and efficient disposal of unserviceable and out-of-warranty DCP packages. This will ensure compliance with regulatory requirements, minimize potential hazards within school environments, and optimize the management of school resources.
3. Attached to this memorandum are the finalized guidelines for your reference and implementation.
4. Immediate dissemination of this Memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

COMPUTER EDUCATION

DCP DISPOSAL

DCP GUIDELINES

ORD/mma
08/22/2024



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RATIONALE

The ICT Unit, as the mandated entity responsible for ensuring the effective implementation of the DepEd Computerization Program (DCP), has undertaken a series of monitoring sessions across selected recipient schools in Caraga. These sessions have revealed a concerning issue: the presence of unserviceable and out-of-warranty DCP packages stored within school computer laboratories. These unused and disorganized computer components not only occupy valuable space but also pose potential hazards to students, thereby compromising the safety and overall learning environment.

The challenge is further compounded by the limited knowledge among school property custodians regarding proper property disposal procedures. Additionally, Division Information Technology Officers (ITOs) often lack the technical expertise required to provide adequate assistance in this matter. This gap in knowledge and support has made it difficult for schools to effectively manage and dispose of obsolete DCP equipment.

In response to these challenges, this set of guidelines has been developed to provide clear and comprehensive instructions for School Division Offices (SDOs) and school personnel involved in the disposal of these unserviceable and out-of-warranty DCP packages. While based on the DepEd Property Handbook, these guidelines have been specifically tailored to address the unique needs and circumstances related to the DepEd Computerization Program.

The creation of these guidelines is the result of a collaborative effort, incorporating insights and recommendations from a series of coordination meetings with Regional and Division Supply Officers, IT Officers, Accountants, select School Principals, School ICT Coordinators, and school property custodians.

The ultimate goal of these guidelines is to establish a standardized and efficient process for the appropriate disposal of unserviceable and out-of-warranty DCP packages, ensuring that schools can maintain a safe and organized environment conducive to learning.

Hence, these guidelines.



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DISPOSAL PROCESS FOR UNSERVICEABLE AND OUT-OF-WARRANTY DCP PACKAGES

SOURCE OF INPUTS	INPUTS	ACTIVITY	OUTPUTS	CUSTOMER	CONTROLS	TIME FRAME
School ICT Coordinator	- Receipt of return property. - Consultation form from ITO/ Monitoring Report	- Determines the eligibility of DCP items for disposal. - Determines the condition or the status of the equipment. - Takes photos of the equipment	- Accomplished receipt of return property, Photos of equipment - List of reported unserviceable DCP packages	School Disposal Committee	- School Inventory form - Consultation form/ Monitoring Report	1 day
School Disposal Committee	- Accomplished receipt of return property, Photos of equipment - List of reported unserviceable DCP packages	- Inspect and assess condition of the equipment - Submits pre-Appraisal Review on the Identified Unserviceable Packages	- Pre -Appraisal Forms - Accomplished receipt of return property, Photos of equipment	School Property Custodian	- School Inventory Form - Consultation form/ Monitoring Report	1 day
School Property Custodian	- Pre -Appraisal Forms - Accomplished receipt of return	- Prepares letter request for inspection.	- Letter request for inspection - Accomplished IIRUP (inventory portion)/IIRUSP.	School Head	IIRUSP form, COA circular 2022 series 004	1 day



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SOURCE OF INPUTS	INPUTS	ACTIVITY	OUTPUTS	CUSTOMER	CONTROLS	TIME FRAME
	property, Photos of equipment	- Accomplishes Inventory portion in the IIRUP. - Collects actual picture of the equipment. - Prepares the copy of RRSP [Receipt of Returned Semi-Expendable Property], PTR	- Compiled attachment (Photos, IAR, PTR)		, DepEd property handbook	
School Head	- Letter request for inspection - Accomplished IIRUP (inventory portion)/IIRUSP, Compiles attachment (Photos, IAR, PTR)	- Notes letter request for inspection - Approves IIRUP (Inventory) form. - Facilitates transmission of IIRUP/IIRUSP, and Compiled images to SDOs	- Noted recommendation letter - Accomplished IIRUP/IIRUSP. - Compiled attachment (Photos, IAR, PTR)	Division Record section	IIRUP form, COA circular, DepEd property handbook	1 day
	- Noted recommendation letter from school. - Accomplished IIRUP/IIRUSP. - Compiled attachment	- Receives and forward the documents to SDS	- Recorded received documents. - Compiled documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, Compiles			
Division Record section				SDS	IIRUP form, Document Routing System	1 day

SOURCE OF INPUTS	INPUTS	ACTIVITY	OUTPUTS	CUSTOMER	CONTROLS	TIME FRAME
	(Photos, IAR, PTR)		attachment (Photos, IAR, PTR)			
SDS	- Recorded received documents. - Compiled documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, compiled photos, IAR, PTR)	- Routes the documents to Division Disposal Committee	- Routing slip - Compiled documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, Compiled photos, IAR, PTR)	Disposal Committee Secretary	IIRUP form, Document Routing System, COA circular, DepEd property handbook	1 day
Disposal Committee Secretary	- Routing slip - Compiled documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, compiled photos, IAR, PTR)	- Reviews and evaluates submitted documents (IIRUP/IIRUSP IAR) as to completeness. - Forwards disposal request with attachments to Disposal Committee Chair	- Reviewed documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, compiled photos, IAR, PTR)	Disposal Committee Chair	IIRUP form, COA circular, DepEd property handbook	3 days

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Disposal Committee Chair	Reviewed documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, compiled photos, IAR, PTR)	- Calls for a committee meeting. - Approves schedule of inspection - Submits request letter for disposal activity to SDS for approval	- Minutes of the meeting - Approved schedule of inspection - Recommended request letter for Disposal Activity	Head of Office/ Schools Division Superintendent	IIRUP form, COA circular, DepEd property handbook	3 days
Head of Office / Schools Division Superintendent	- Approved schedule of inspection - Recommended request letter for Disposal Activity	Approves disposal activity request	Approved disposal activity request letter	Disposal Committee Secretary	IIRUP form, COA circular, DepEd property handbook	1 day
Disposal Committee Secretary	Approved disposal activity request letter	- Notifies the committee on the approved disposal activity request. - Notifies the school through the school head for the schedule of disposal activity. - Invites COA representative for the scheduled disposal activity to school. - Prepares Travel Authority	- Notification letter - Approved Travel Authority - Compiled documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, complied photos, IAR, PTR)	School Principal/ COA representative	IIRUP form, COA circular, DepEd property handbook	2 days

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Disposal Committee	- Notification letter - Approved Travel Authority - Compiled documents (recommendation letter from school), Accomplished IIRUP/IIRUSP, compiled photos, IAR, PTR)	- Conducts inspection and appraisal of unserviceable equipment based on COA prescribed guidelines. - Prepares Appraisal Review Report with the assistance of the COA representative. - Prepares Disposal program including the disposal methods to be employed	- Appraisal Review Report - Disposal Program Report	Head of Office	IIRUP form, COA circular, DepEd property handbook	5 days
Head of Office	- Appraisal Review Report - Disposal Program Report	Approves Disposal Program	Approved Disposal Program	Disposal Committee	IIRUP form, COA circular, DepEd property handbook	1 day
Disposal Committee	Approved Disposal Program	Executes Mode of Disposal(Include Donation)	- BAC resolution (if through public bidding) - Documentation if through other modes	Accountant/bookkeeper for IU School/ School Disposal Committee/School Property Custodian	IIRUP form, COA circular, DepEd property handbook	5 days

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Accountant/bookkeeper for IUS	- BAC resolution (if through public bidding) - Documentation if through other modes	- Verification if the asset were properly reclassified per COA Circular 2022-004 - Increase in the capitalization threshold. - If not yet reclassified and unissued semi-expendable properties, prepares the JEV to drop the asset from the book of accounts. - Update the SEPE Ledger Card	Updated JEV and Semi-Property Ledger Card	Division Supply Officer	COA circular 2022-004, DepEd property handbook	2 days
Division Supply Officer	Updated JEV and Ledger Card	- Updates the Property Card - Notify the school head of the disposal conducted. - Compiles documentation on the applied disposal method	- Updated Property Card - Notification to School Head - Compiled documentation on the disposal method applied	School Head	IIRUP form, COA circular, DepEd property handbook	3 days
School Head	- Updated Property Card - Notification to School Head	Forwards Disposal report to Designated	Compiled documentation on	Designated School Property Custodian	IIRUP form, COA circular, DepEd	1 day

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SOURCE OF INPUTS	INPUTS	ACTIVITY	OUTPUTS	CUSTOMER	CONTROLS	TIME FRAME
	- Compiled documentation on the disposal method applied	School Property Custodian	the disposal method applied		property handbook	
Designated School Property Custodian	Compiled documentation on the disposal method applied	Updates Inventory of School Equipment	Updated School Equipment Inventory	School ICT Coordinator	IIRUP form, COA circular, DepEd property handbook	1 day

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