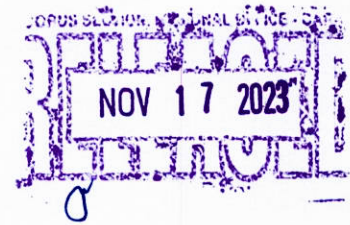




Republic of the Philippines
Department of Education
CARAGA REGION



November 16, 2023

REGIONAL MEMORANDUM

No. 1146, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**REVIEW AND FINALIZATION ON THE GUIDELINES ON PROPER DISPOSAL
FOR UNSERVICEABLE AND OUT-OF-WARRANTY DCP PACKAGES**

1. The DepEd Caraga Regional Office, in collaboration with the ICT Unit (ICTU) and Asset Management Unit (AMU), will conduct a Review and Finalization of the Draft Guidelines on the Proper Disposal of Unserviceable and Out-of-Warranty DCP Packages cum IT Officers Collaboration meeting on DCP implementation on December 5-7, 2023 in Cabadbaran City. The specific venue will be announced in a separate memorandum.
2. The main objective of this activity is to come up with the final guidelines on the proper disposal for unserviceable and out of warranty DCP packages.
3. Participants in this activity include IT Officers, selected Supply Officers, School Principals, School ICT Coordinators, and Property Custodians. Additionally, representatives from the Accounting unit/section and COA will also be invited to provide insights into disposal concerns aligned with accounting and COA rules. SDOs are required to send representatives based on allocated slots.

Division	Division IT Officer	Division Supply	Division Accountant/ Representative	School Principal (from IU School)	School ICT Coordinator	School Property Custodian
Agusan del Norte	1				1	
Agusan del Sur	1		1			
Bayugan City	1	1				
Bislig City	1	1				
Butuan City	1	1				



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Cabadbaran City	1			1		2
Dinagat Islands	1					
Siargao Islands	1					
Surigao City	1	1				
Surigao del Norte	1	1				
Surigao del Sur	1				1	
Tandag City	1	1				

4. Board and lodging, meals and snacks shall be charged against DCP Fund downloaded to SDO-Cabadbaran as the host division. Travel expenses and per diem shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. The first provision will be breakfast on December 5, 2023, while the last provision for non-IT Officer participants will be dinner on December 6, 2023 and for IT Officer participants, the last provision is PM snacks on December 7, 2023.

6. Immediate dissemination of this memorandum is desired.

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

Encl/s.: None
 Reference/s: None
 To be indicated in the Perpetual Index
 under the following subjects:

DCP IMPLEMENTATION

INTERFACE MEETING

ITO MEETING

ORD/mma
 11/16/2023



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