



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA
RELEASED
JULY 11 2025
BY: NMB
TIME: 11:08 AM

REGIONAL MEMORANDUM
No. 0697, s. 2025

JULY 11 2025

To: Schools Division Superintendents
All others concerned

**CONDUCT OF REGIONAL INSPECTION FOR DELIVERED LAPTOPS
AND SMART TVS FOR SCHOOL RECIPIENTS**

1. The Schools Division Offices (SDOs) are hereby informed of the conduct of the regional inspection of delivered DCP FY 2025 - Laptops for Teaching (L4T) Packages and Smart TV (STV) Packages for identified recipient schools. Below is the schedule and list of regional inspectors assigned:

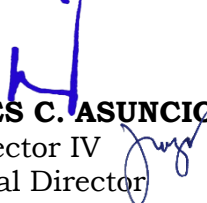
Division Office	No. of Recipient Schools		Schedule	Regional Inspectors
	Laptop for Teaching (L4T) Package	Smart TV (STV) Package		
Butuan	23	30	July 14-18, 2025	1. Glenn Aspe, ADAS V / BAC Inspectorate
Cabadbaran	7	9		2. Jonalyn Abella, AA-VI - AMU
Surigao del Norte	36	32		3. Regional COA Representative
Agusan del Sur	99	71	July 14-18, 2025	1. Alexander Xavier M. Pag-ong, Jr., AA-1 - LRMD/BAC Inspectorate 2. Clifford Eco, CMT I - ICTU 3. Regional COA Representative
Siargao Islands	26	30	July 14-18, 2025	1. Winston Eben, EPS-PPRD /BAC Inspectorate
Agusan del Norte	28	42		2. Zenylou F. Buyan, AO IV - AMU 3. Regional COA Representative
Surigao City	12	19	July 14-18, 2025	1. Jessa Mae G. Prisco, AO I - AMU
Dinagat Islands	29	22		2. Marcelino Ahon, ITO I - ICTU
Bayugan	11	13		3. Regional COA Representative
Tandag	9	5	July 14-18, 2025	1. Jonathan F. Garzon, EPS II/BAC Inspectorate
Surigao del Sur	74	62		2. Nerison S. Pitogo, CP-I - ICTU
Bislig	12	11		3. Regional COA Representative

2. The objective of this inspection is to validate the receipt, condition, and documentation of the delivered laptops and Smart TVs.

3. To ensure a smooth inspection process, SDOs are directed to advise the schools concerned to:

- Prepare laptops and Smart TVs for physical verification and inspection.
- Ensure the availability of relevant delivery documents, including:
 - Delivery Receipt (DR)

- Inspection and Acceptance Report (IAR)
 - Inventory Custodian Slips (ICS)
 - Assign a point person to coordinate with and assist the regional inspection team during the visit.
 - Ensure that class schedules are not disrupted during the inspection period.
4. SDOs are also directed to assign Division personnel (Division IT Officers or Division Supply Officers) to coordinate with and assist the regional inspection teams in visiting the identified recipient schools.
5. The Regional Inspection Teams shall be composed of personnel from the Regional ICT Unit, Asset Management Unit (AMU), and BAC Inspectorate, together with a COA representative.
6. Immediate and wide dissemination of this memorandum is highly encouraged.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

Reference: None

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

COMPUTER EDUCATION

ORD/mma
07/10/2025