MEMORANDUM

TO: Schools Division Superintendents
           Heads of Recipient Schools
           Information Technology Officers
           All Others Concerned

FROM: **MAY B. ECLAR, Ph.D., CESO V**
          Regional Director

SUBJECT: **DELIVERY and DEPLOYMENT OF THE DCP BATCHES 2018-01 (E-TEXTBOOKS FOR JHS AND ES) and 2018-02 (E-CLASSROOM PACKAGE FOR SHS)**

1. For effective and efficient deployment of the DCP Batch 2018-01 and 2018-02 packages in the Region, the recipient schools are hereby reminded of the strict implementation of the following guidelines:
    a. For Batch 2018-01, the recipient schools must have a dedicated and secured classroom to store the e-textbooks. Furthermore, the recipient schools of Batch 2018-02 must comply with the e-classroom readiness requirements. Subsidy shall be downloaded from Regional Office for Batch 2018-02.
    b. Deliveries shall be done on a door to door basis. The delivery receipt must be signed if and only if the DCP package/s has arrived at the school without signs of tampering, mishandling and damages. Furthermore, it should be accepted if the expected number of boxes is not complete.
    c. For the training, a four (4) hour face to face training shall be provided for at least 3 teachers from the recipient school.
    d. Inspection and acceptance reports shall only be signed after the delivery, installation, inspection and training have been conducted and accepted.
2. For smooth coordination, the recipient schools are hereby required to update their contact details through the DCP Monitoring System not later than July 26, 2019.
3. For issues and concerns, please contact immediately your respective Division IT Officer.
4. Enclosed are the following documents for reference:
    -   Enclosure No. 1 – List of Recipient Schools
    -   Enclosure No. 1 – School Readiness Requirement
    -   Enclosure No. 2 – Steps on updating contact details through the DCP Monitoring System

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