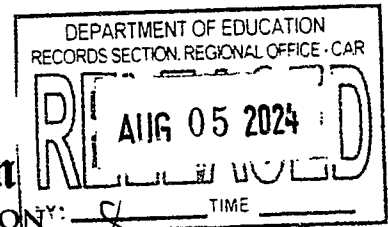




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



02 Aug 2024

**REGIONAL MEMORANDUM**  
No. 516.2024

**GUIDELINES ON THE INSPECTION, RECEIPT, DISTRIBUTION, UTILIZATION,  
AND MONITORING OF THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE  
ELECTONIC TOOL FOR LEARNERS WITH DISABILITIES TO BE DELIVERED  
TO THE SCHOOLS DIVISION OFFICES IN 2024**

To: Assistant Regional Director  
Schools Division Offices  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to the **Joint Memorandum** titled **Guidelines on the Inspection, Receipt, Distribution, Utilization, and Monitoring of the Centrally Procured Laptop as Assistive Electronic Tool for Learners with Disabilities to be Delivered to the Schools Division Offices in 2024** dated July 19, 2024, this Office through the Curriculum and Learning Management Division (CLMD) issues the attached guidelines for information and guidance of the field.
2. Should there be any queries and/or clarifications, kindly contact Jennifer P. Ande, Chief-CLMD, through email address at [jennifer.ande@deped.gov.ph](mailto:jennifer.ande@deped.gov.ph).
3. Immediate dissemination of this Memorandum is enjoined.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director


CLMD/JPA/dot-Laptops for LWDs  
August 2, 2024




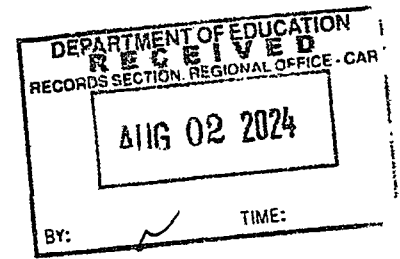
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Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

**JOINT MEMORANDUM**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CONCERNED SCHOOL HEADS  
DIVISION SUPPLY OFFICERS**

**FROM : GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

**REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**SUBJECT : GUIDELINES ON THE INSPECTION, RECEIPT, DISTRIBUTION,  
UTILIZATION, AND MONITORING OF THE CENTRALLY  
PROCURED LAPTOP AS ASSISTIVE ELECTRONIC TOOL FOR  
LEARNERS WITH DISABILITIES TO BE DELIVERED TO  
THE SCHOOLS DIVISION OFFICES IN 2024**

**DATE : July 19, 2024**

The Department of Education, through the Bureau of Learning Resources (BLR-Manila), has procured laptops for learners with disabilities (LWDs) using the FY 2024 Current TBMIS Fund and FY 2023 Continuing TBMIS Fund. The procured laptops, as assistive tools, complement the MATATAG Basic Education Agenda of an inclusive and supportive teaching and learning environment, making basic education accessible for all.

Relative hereto, JONECO Tech. Marketing Corporation and Advance Solutions Inc., as the Awarded Suppliers, are expected to deliver the laptops to the Schools Division Offices (SDOs) starting **July 31, 2024**. The Division Supply Officer is requested to be present during the delivery inspection and receipt of the laptops. However, in the absence of the Division Supply Officer, the BLR requests for the name of the duly authorized receiving personnel sent to [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph) (Attention: **Ryan T. Lactaotao**) copy furnished [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph) (Attention: **Albert C. Alano**) to be submitted on or before **July 29, 2024**. The detailed guidelines for these projects are attached for reference and guidance.

*Attached: as stated*

BLRPD-24-06-059



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DAGONG PILIPINAS

**GUIDELINES ON THE INSPECTION, RECEIPT, DISTRIBUTION, UTILIZATION,  
AND MONITORING OF THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE  
ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES**

**I. RATIONALE**

The 1987 Philippine Constitution provides that the State shall protect and promote the right of all citizens to quality education at all levels and take appropriate steps to make such education accessible to all. Further, Republic Act (RA) 7277, or Magna Carta for Disabled Persons, ensures that learners with disabilities have access to quality education and ample opportunities to develop their skills.

In compliance with Special Provision 14 of RA 11795 or the General Appropriations Act (GAA) for FY 2024, and other similar Special Provisions in 2023 GAA which states the provision of learning resources (LRs) shall include multiple platforms using electronic and online modes of delivery for learners with disabilities (LWDs) enrolled in Formal School and Alternative Learning Systems (ALS), the provision of laptops with accessibility features is necessary to serve as a platform for different learning modalities for LWDs.

Given this, the procured assistive electronic tools for LWDs with accessibility features and application software such as Non-Visual Desktop Access (NVDA), Thorium Reader (an electronic publication (EPUB) reader), and Accessibility Features in Microsoft 365 are relevant in developing, supporting, and strengthening education management and learning systems of LWDs to improve access to quality and inclusive basic education.

These guidelines shall guide the field offices in their role and responsibilities on the inspection, receipt, distribution, utilization, and monitoring of the laptops as assistive electronic tools for LWDs.

**I. SCOPE**

This Memorandum covers the guidelines for the inspection, receipt, distribution, utilization, and monitoring laptops as assistive electronic tools for LWDs. Laptops can be a platform for different delivery modes and further access to available digital learning resources.

**II. DEFINITION OF TERMS**

1. For purposes of these guidelines, the following terms are operationally defined as follows:
  - a. **Accessibility features** are applications designed to help learners with disabilities use technology more efficiently and provide equal access and opportunity;
  - b. **Alternative Learning System (ALS)** is a learning system that provides a practical option to the existing formal instruction in both the non-formal and informal sources of knowledge and skills managed by ALS learning facilitators;

- c. **Assistive electronic tools** are assistive technology, either device, software, or product, that improves a person's ability to perform a task;
- d. **Digital materials** are those that can be accessed by computer, such as audio, video, and visual content included in the lessons/topics to make them engaging, interactive, and multi-sensorial;
- e. **Formal School System** is classroom-based and managed by trained formal school teachers;
- f. **Goods** are the centrally procured laptops as assistive electronic tools with accessibility features for utilization of the learners across all disabilities;
- g. **Laptop** is classified as an assistive electronic tool that is easy to carry around, offers many learning benefits for LWDs, allows accessible electronic or online learning resources, and facilitates quicker learning through its accessibility features;
- h. **Non-visual Desktop Access (NVDA)** is a free, open-source "screen reader" that enables blind and vision-impaired people to use computers; and
- i. **Thorium Reader** is free, highly accessible, multilingual, and multi-format reading application software for EPUB 3.

### III. IMPLEMENTING GUIDELINES

#### A. Procedures, Duties, and Responsibilities

- 1. **Bureau of Learning Resources (BLR) as project owner will:**
  - a. Conduct the Pre-contract Implementation Meeting (PCIM) of the project;
  - b. Lead the 100% sample size (see DO 004, s. 2024 B.2.10.b) in the pre-delivery inspection (PDI) of the items at least seven (7) working days after the awarded supplier requested date of the PDI;
  - c. Discuss and finalize PDI findings;
  - d. Provide the CMD with the signed PDI report and communicate with the supplier on the next steps and any contract implementation concerns needed to be resolved within three (3) working days from the signing of the PDI report;
  - e. Send Office Memorandum to the SDOs and recipient schools to:
    - i. Confirm receipt of the respective allocation list of the goods;
    - ii. Communicate any special instructions through this Joint Memorandum of the Office of the Undersecretary for Curriculum and Teaching (OUCT) and Operations; and
    - iii. Provide information/ guidance for delivery Inspection and Acceptance to the inspection teams/inspector and property custodians based on findings/ peculiarities observed during the PDI, including helpful pictures.
  - f. Issue a written order to the supplier to forward to them a copy of the delivery schedule and to commence the delivery;
  - g. Submit the original copy of the Summary of IARs to AMD;
  - h. Verify, validate, and ascertain the authenticity and completeness of the supporting document for the payment of the items delivered;
  - i. Prepare and submit the Obligation Request and Status (ORS) and Disbursement Voucher (DV) with the attached claim/payment documents to the Budget Division and Accounting Division and photocopies of the stamped received copies to the Contract Management Division;
  - j. Monitor the active use of the units; and

- k. Facilitate claim of the retention fees of the winning supplier to close the project.

**2. Awarded Supplier will:**

- a. Ensure that the items are supplied in a freely convertible currency against loss or damage incidental to the hauling, handling, transportation, and warehousing;
- b. Responsible and accountable for the items under its control and possession;
- c. Send a request for pre-delivery inspection (PDI) to the Procurement Management Service-Contract Management Division (ProcMS-CMD) copy furnished to the project owner, with the following details:
  - i. BLR Project Title and Contract Number;
  - ii. Specific goods for inspection;
  - iii. Quantity of goods for inspection;
  - iv. Venue/ Address of inspection site; and
  - v. The proposed inspection schedule must be at least seven (7) working days (see B.2.2 of DO 004, s. 2024) from submitting the written request.
- d. Prepare the complete contracted quantities of goods (plus replacement units) and as per the technical specification of the items in the Philippine Bidding Document of the project for pre-delivery inspection in their warehouse;
- e. Coordinate with the DepEd Central Office Inspectors and prepare the inspection area to ensure smooth inspection flow. The inspection area should have enough space for the conduct of the inspection and be well-ventilated;
- f. Availability/Presence of the project-in-charge during the duration of PDI and within three working days from the signing of the inspection report to act/reply to any finding during the PDI (B.2.5.7 of DO 004, s. 2024);
- g. Provide BLR and CMD the delivery schedule and when it commences, upon completion of PDI and once everything is in order (see DO 004, s. 2024);
- h. Deliver the laptops to the recipient SDOs must be during working days and hours;
- i. Notify DepEd-CO and present the following documents upon the delivery of the Goods to the delivery sites:
  - i. Supplier's Sales Invoice showing goods' description, quantities delivered based on the schedule of delivery and other relevant terms and conditions of the contract, unit price, and total amount;
  - ii. Duly signed Delivery Receipt/s;
  - iii. Duly signed Inspection and Acceptance Report/s (IAR/s), including certification by the awarded supplier, duly signed, dated, and approved by the duly authorized **DEPED** representative (**Schools Division Offices**) indicating that the goods have been delivered and properly installed and commissioned in accordance with the Contract;
  - iv. Warranty Certificate;
  - v. In case the Supplier encounters conditions impeding timely delivery of the goods, it must promptly notify DepEd in writing of such conditions, and any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such requests have become apparent. The

Supplier must provide sufficient proof to support any request for work suspension and/or contract period extension; and

- vi. Other documents in support of a request for payment maybe required by **DEPED** pursuant to existing disbursement, accounting, and auditing rules and regulations.
- j. The awarded supplier shall submit a request for payment to the End-user (Bureau of Learning Resources – Learning Resources Production Division) including the supporting documents (see B.4.1 of DO 004, s 2024;)
- k. Responsible and liable for the replacement and or repair of the goods requested within the warranty period;
- l. Request the release of the Performance Security/Retention Fee made for the project;
- m. Liable for liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods and scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd SDOs.

### **3. Recipient Schools Division Offices and Schools**

- a. The signatories of the laptops to be distributed must receive, acknowledge, and internalize the content of this Guidelines and the attachments;
- b. Acknowledge the received delivery schedules to BLR by communicating before the indicated delivery date (see second paragraph of A.5 of DO 004, s. 2024;)
- c. Perform their function as School Inspection team for the delivered goods of the project within twenty-four (24) hours from its delivery (see last paragraph of B.3.1.d.CO DO 004, s. 2024;)
- d. Make conclusive notation(s) on the IARs and the DRs then submit them to the project owner (see B.3.1 to 8 of DO 004, s. 2024);
- e. As for the assistance to the SDO Information Technology Officer I (ITO I) and school ICT Coordinator, for checking the condition of the laptop and its specifications; and
- f. Ensure that the learners and teachers take proper care and responsibility for utilizing the laptop.

### **B. Pre-Delivery Inspection at the Central Office**

1. The technical specifications of the item in Annex Technical Specifications are used as a reference during the inspection.
2. The inspection technique is 100%.
3. The inspection and test protocol specific to the Goods shall serve as a guide during the inspection.
4. PDI protocols should be compliant with DepEd Order 004, s. 2024.

### **C. Receipt, Inspection, and Acceptance**

1. Before the scheduled delivery to the recipient division:
  - a. The Awarded Supplier shall coordinate with AMD for the issuance of the IAR;

- b. The Awarded Supplier shall notify the AMD and DepEd Division Supply Officer on the delivery schedule indicated in the Joint Memorandum disseminated to the field offices; and
  - c. Only laptops that passed the PDI shall be delivered to SDOs.
2. Upon delivery of the Goods to the recipient division:
- a. The Division Supply Officer, duly authorized personnel, and the SDO inspectorate team can only unload the laptop. If neither of the two is present, duly authorized receiving personnel shall handle the delivery and acceptance protocols;
  - b. Only the Division Supply Officer or their duly authorized personnel shall receive the deliveries, and
  - c. The Division Supply Officer or the duly authorized receiving personnel shall:
    - i. Sign the delivery receipt based on quantity and quality and indicate the date of actual delivery for computation of liquidated damages in case of delay of delivery;
    - ii. Forward delivery receipt (DR), Purchase Order (PO) / Contract to the Inspectorate Team for inspection;
    - iii. Sign the "Acceptance" portion of the IAR based on the recommendation of the Inspectorate Team;
    - iv. Record delivery in the Semi-Expendable Property Card or Property Card (for PPE);
    - v. Prepare the consolidated report of deliveries required in DO 45, s. 2006 and submit to the Regional Supply Officer;
    - vi. Forward signed DR and IAR to the Awarded Supplier for payment purposes; and
    - vii. Prepare issuance documents to the recipient school, i.e., Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS), and sign all "Issued by:" portions of PAR and ICS.
  - d. The SDO Inspectorate Team shall inspect the delivered Goods to ensure they conform to the technical requirements, physical conditions, and quantity, among other things, before signing the inspection part of the IAR.
  - e. Deliveries of Goods to the recipient SDO shall be on regular working days, during office hours from 8:00 A.M. to 5:00 P.M. The Receiving Personnel reserves the right to refuse to receive/ accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.

**D. Receipts of Goods**

- 1. In case of some items are missing or damaged, the Awarded Supplier should replace the missing/ damaged items. Deliveries should be rejected if found do not meet the conditions stated in the IAR.
- 2. The warranty provisions in the bidding documents shall replace rejected Goods. A three-year warranty for the delivered and accepted laptops and a one-year warranty for the delivered and accepted laptop accessories shall commence from the date the Department of Education issues the Certificate of Final Acceptance (CFA).
- 3. The Awarded Supplier is required to replace all rejected Goods within a specified timeframe of fifteen calendar days.
- 4. The replacement Goods shall be subject to re-inspection.

5. Issues/ concerns should be sent to the Bureau of Learning Resources Office of the Director with the email address [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph) copy furnished [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph) for appropriate action.

#### **E. Distribution of Goods**

1. The SDO shall notify the recipient schools through a Division Memorandum to get their allotted Goods from their respective SDO.

#### **F. Recording of Goods**

1. The Division Supply Officer shall keep a record of the unit's inventory, by putting inventory/ property tag before releasing to school, and send a notification through the Division Memorandum announcing the recipient of the laptop.
2. The School Property Custodian (SPC) shall sign the "Requested by" and "Received by" portions of the RIS and submit them to the SDO Supply Officer.
3. The School Property Custodian shall initially accept the accountability based on the PAR and ICS issued by the SDO Supply Officer.
4. The School Property Custodian records delivery in the Semi-Expendable Property Card or Property Card (for PPE).
5. The School Property Custodian prepares PAR or ICS to transfer the accountability to the identified teacher-recipient (teacher-adviser/Special Needs Teacher/ALS learning facilitator) of the school (Note: all items not supported by PAR/ICS to the identified teacher-recipient are considered under the custody of SPC).
6. The School Property Custodian prepares the necessary documents before issuance to the teacher-recipient (teacher-adviser/Special Needs Teacher/ALS learning facilitator) of the LWDs, who shall ensure proper care and responsibility for the learners' utilization of the laptop.
7. The teacher-adviser of the target user, with the assistance of the School ICT Coordinator, shall check the condition of the laptop and its specifications.

#### **G. After the Deliveries**

1. The Division Supply Officer shall duly sign the following documents, which the Awarded Supplier shall submit to the AS-AMD for preparation of payment of the end-user (see B.3.3.2, B.3.3.3, B.3.5, and B.3.9 of DO 004, s.2024):
  - a. Delivery Receipt;
  - b. Inspection and Acceptance Report; and
  - c. Property Transfer Report.



## **H. Utilization, Safekeeping, and Maintenance**

### **1. Utilization**

- a. As an assistive electronic tool, the laptop is primarily intended for the learning purposes of LWDs enrolled in formal school and alternative learning systems (ALS).
- b. The utilization of the device by ALS learners may also be permitted, subject to the agreed schedule, conditions of borrowing, and maintenance set forth by the lending school. Responsibility in setting these conditions is crucial.
- c. The laptop will be used to access different LRs for LWDs enrolled in the formal school and ALS.
- d. The SDO Information Technology Officer (ITO)/Coordinator must upload in the unit only quality-assured accessible format LRs developed and/or managed by the CO, ROs, SDOs, and schools.

### **2. Safekeeping and Maintenance**

- a. The School Heads shall ensure that the government property laptops are appropriately used, cared for, safeguarded, and recorded.
- b. Before turning over the laptops to the class advisers, the school should ensure that they are appropriately accounted for and recorded by the Administrative Officer II designated as School Property Custodian and/or School Property Custodian if the school does not have an appointed Administrative Officer (AO) II.
- c. The school is responsible for the safekeeping and maintenance of the laptops and is liable for any damages or losses; however, the teacher-recipient (teacher-adviser/Special Needs Teacher/ALS learning facilitator) is liable for any losses or damage if it is determined that negligence occurred while the device was in their custody.
- d. The AO II designated as School Property Custodian/ School Property Custodian in coordination with the designated School Information Communication Technology (ICT) Coordinator shall conduct checking and/or inspection of its condition at the end of the school year.
- e. The repair and maintenance of the laptop shall be charged to a special education fund, the school's Maintenance and Other Operating Expenses (MOOE), and other sources.

### **3. Service Center**

- a. The awarded supplier shall provide the authorized service center per Region in the Philippines.

### **4. Installation of other Accessible Software**

- a. In addition to the NVDA, Thorium, and Microsoft Office 365 installed in each laptop, other free accessible application software for LWDs recommended by their teacher can also be installed with the approval and assistance of the Division ITO I and school's ICT Coordinator.

## **V. MONITORING AND EVALUATION**

The BLR-PD, with your crucial assistance, shall monitor and continuously gather feedback on the utilization, safekeeping, and maintenance of assistive electronic tools for learners with disabilities. Schools Division Offices (SDO) shall submit a utilization report to BLRPD at the end of the school year articulating the effectiveness of providing assistive devices in improving access and effective learning outcomes.

## **VI. REFERENCES**

1987 Philippine Constitution Article XIV, Section 1

Special Provision 14 of Republic Act 11795 or the General Appropriations Act for FY 2024

Republic Act (RA) 7277, otherwise known as Magna Carta for Disabled Person,

Republic Act 11936 or the General Appropriations Act for FY 2023

DepEd Order No. 004, s. 2024 Guidelines in the Procurement of Goods Using the Supply and Delivery Strategy and Contract Implementation of Procurement of Goods in the Department of Education

DepEd Order No. 41, s. 2021, (Inspection and Acceptance Protocol for the Procurement of Goods in the Department of Education)

## **VII. EFFECTIVITY**

This Memorandum, designed with utmost care and consideration, shall take effect immediately upon its issuance, ensuring the smooth and effective implementation of assistive electronic tools for learners with disabilities.