



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0821-0255
MEMORANDUM
27 August 2021

For: **Regional Directors**
Schools Division Superintendents

Subject: **DATA COLLECTION WITH REGARD TO THE**
IMPLEMENTATION OF DEPARTMENT OF EDUCATION
RESOURCE PLANNING SYSTEM (DERPS) PHASE 2

In line with the implementation of DERPS 2 Project as stated in OUA Memo 00-0720-0019 dated 01 July 2020, the Office of the Undersecretary for Administration (OUA) hereby informs all DERPS II recipients Regions and Divisions on the data collection activities in relation to the configuration of the DERPS instances on the selected 49 sites listed in “Annex A”.

In this regard, to ensure the timely and well-ordered deployment of the DERPS Phase 1 modules to the selected 49 sites under DERPS Phase 2, this office is requesting all concerned to abide and to provide the requested documents for the DERPS Project listed in “Annex B” and upload the documents at [Data Collection for DERPS 1 Configuration](#) and submit on or before **07 September 2021**.

The objective of the requested documents listed is for the completion of DERPS Phase 2 system as follows:

- For NTT Data Phils., Inc. to complete the configuration of the Regions’ and Divisions’ instances with their opening balances.
- For NTT Data Phils., Inc. to conduct the testing of the completed instances and to perform the initial validation of the encoded data based on the provided documents.
- For NTT Data Phils., Inc. and the Region and Division Office to conduct data validation simultaneously for the uploaded beginning balances.
- For the system to Go-live with the fifteen (15) Regional Offices and thirty-four (34) Division Offices and for the users to utilize the system.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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For clarifications on this matter, please contact Engr. Ofelia L. Algo, Information Technology Officer III, Chief of Technology Infrastructure Division at phone nos. (+632) 8633 2363 / (+63) 908 878 2413 or email at ofelia.algo@deped.gov.ph / icts.tid@deped.gov.ph .

For reference and appropriate action.

Thank you.



ALAIN DEL B. PASCUA
Undersecretary






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ANNEX A**LIST OF 50 SITES/RECIPIENTS UNDER DERPS PHASE 2**

Regional Offices	Division Offices
1. Cordillera Administrative Region - Wangal, La Trinidad, Benguet	1. Benguet 2. Apayao 3. Mt. Province
2. Region 1 – Catbangan, San Fernando City, La Union	1. Pangasinan I – Lingayen 2. Ilocos Sur
3. Region 2 – Carig, Tuguegarao City, Cagayan	1. Nueva Vizcaya 2. Isabela
4. Region 3 – Maimpis, San Fernando City, Pampanga	1. Aurora 2. Zambales
5. Region 4A – Karangalan Village, Cainta, Rizal	1. Quezon Province 2. Lucena
6. Region 4B – Meralco Ave. Corner St. Paul Road, Pasig City	1. Oriental Mindoro 2. Palawan
7. Region 5 – Rawis, Legazpi City	1. Camarines Sur 2. Masbate Province
8. Region 6 – Duran St., Iloilo City	1. Guimaras 2. Negros Occidental
9. Region 7 – Sudlon, Lahug, Cebu City	1. Dumaguete 2. Bohol
10. Region 8 – Candahug, Palo, Leyte	1. Leyte 2. Northern Samar
11. Region 9 – Regional Government Center, Pagadian City	1. Zamboanga Del Norte 2. Zamboanga Del Sur
12. Region 10 – Upper Balulang, Zone 1, Cagayan De Oro City	1. Bukidnon – Malaybalay 2. Lanao del Norte
13. Region 11 – F. Torres St., Davao City	1. Compostela Valley 2. Digos
14. Region 12 - Carpenter Hill, Koronadal City	1. South Cotabato 2. Kidapawan City 3. Tacurong City
15. Region 13 – Libertad St., Butuan City	1. Bislig 2. Agusan Del Sur
16. Bangsamoro Autonomous Region (BARMM) – Cotabato City	1. Basilan 2. Marawi

LIST OF REQUIRED DOCUMENTS FOR THE CONFIGURATION

A. General Requirements


Requirement No.	Document Name	Remarks
1.	<p>List of Users/Responsible Persons <i>Those who are involved in the existing processes for the DERPS 1 Modules or said process owners such as:</i></p> <ul style="list-style-type: none"> • Procurement Officer/Custodian/BAC Members <i>(assigned to record and procure assets/inventory items/services)</i> • Property and Supply Officer/Custodians 	<p>Please fill out the attached users list spreadsheet</p>  <p>DERPS_List of System Users.xlsx</p>
2.	<p>Employee/Personnel List for Regular and Contract of Service <i>With the below details:</i></p> <ul style="list-style-type: none"> • Employee/Personnel Name <i>(i.e., Last Name, First Name, Middle Name and Suffix, if any)</i> • Employee Designation <i>(i.e., Position)</i> • Employee/Personnel ID Number • Department/Division • Employment Start Date <i>(i.e., Hiring Date)</i> • E-mail Address 	<p>Please fill out the attached employee list spreadsheet</p>  <p>Employee List.xlsx</p>
3.	<p>Region Office Organizational Structure Code <i>(i.e., Operating Unit Code)</i></p>	<p>Please fill out the attached spreadsheet If the Region/Division Office has no existing Organizational Structure Code, the team could recommend a code.</p>  <p>Organizational Structure_RO_DO Offi</p>
4.	<p>List of Warehouses <i>(i.e., Name of Warehouse)</i></p>	<p>Please fill out the attached warehouse list spreadsheet</p>

		 DERPS_List of Warehouse.xlsx
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B. Project Monitoring and Procurement Module

Requirement No.	Document Name
1.	2021 Annual Procurement Plan (APP)

C. Fixed Assets Module

Requirement No.	Document Name	Remarks
1.	<p>Asset Registry <i>List of all Fixed Assets and Property owned by the RO/DO with the following details:</i></p> <ul style="list-style-type: none"> • Fixed Asset Number (Property Number) • Fixed Asset Name (Property Name) • Fixed Asset Specification • Fixed Asset Condition • Name of Responsible Person • Asset Sub-class/group • Acquisition Date • Acquisition Cost • Service Life • Depreciation Cost • Scrap Value • UACS Code • Source of Fund • Fixed Asset Location 	Please fill out the latest data Asset Registry for 31 December 2020  Asset Registry.xlsx

D. Inventory Module

Requirement No.	Document Name
1.	Report on the Physical Count of Inventory (RPCI) <ul style="list-style-type: none"> • 2021 Midyear count (as of June 30, 2021)