



Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-090922-001

MEMORANDUM

09 September 2022

TO : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS**

FROM : **ATTY. KRISTIAN R. ABLAN, CESO I**
Undersecretary for Administration

SUBJECT : **SUBMISSION OF RECIPIENT LIST OF LAPTOPS PROCURED
USING BAYANIHAN II FUNDS**

As requested during the Senate Blue Ribbon Committee Hearing of the alleged overpriced and outdated DepEd laptops held on 08 September 2022, this is to respectfully request all Regional Offices and Schools Division Offices to submit the **list of recipients of the laptops procured through the Department of Budget and Management – Procurement Service using Bayanihan II Funds** on or before **16 September 2022 5:00 PM**.

To properly consolidate the said list, please follow these instructions:

1. Download the report template with instructions from <https://bit.ly/bayanihanlaptops>
2. Fill out the spreadsheet template with the recipients providing the information required for Regional Office, Schools Division Office, implementing unit and teacher recipients.
3. Print out the list to be signed by the personnel who prepared the report and certified by the Regional Director or the Schools Division Superintendent.
4. Email the signed list and the Excel spreadsheet to the Information and Communications Technology Service through the email addresses dcp.recipients@deped.gov.ph with the subject, "Bayanihan II Laptop Allocation List"

For queries or concerns, your Office may contact Engr. Ofelia L. Algo, Information Technology Officer III of ICTS – Technology Infrastructure Division at +63286332363 or icts.tid@deped.gov.ph.

For your compliance.

Thank you.

Cc: Regional Supply Officers
Division Supply Officers
Regional Information Technology Officers
Division Information Technology Officers

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