



Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



April 7, 2025

DIVISION MEMORANDUM
NO. 211 S. 2025

**PROTOCOL FOR SUBMISSION OF DOCUMENTS ON DCP
PACKAGES, ICT EQUIPMENT, AND UNITS RECEIVED FROM THE
CENTRAL OFFICE AND/OR REGIONAL OFFICE**

TO: Administrative Officer II
All others Concerned

1. In compliance with **Audit Observation Memorandum (AOM) No. 2025-009-101 (2024)** received by this office on **March 11, 2025**, and in accordance with the provisions of the **Government Accounting Manual (GAM) for National Government Agencies (NGAs)** and **COA Circular No. 2022-004** dated **May 31, 2022**, all schools listed below are required to submit their **Inventory Custodian Slips (ICS)** or **Property Acknowledgment Receipts (PAR)** to the **Supply Office** on or before **April 30, 2025**.

These documents must be submitted **along with their corresponding delivery documents**. Due to the unique serial numbers assigned to each ICT equipment item, **each unit must have a separate ICS or PAR**. For example, if a school received a total of **46 laptops**, the office expects **46 individual ICS/PAR forms**, one for each item.

In cases where multiple items are assigned to the same person, **each item must still be documented on a separate ICS/PAR**, reflecting its distinct serial number.

Additionally, the Division recommends that either the **ICT Coordinator** or the **School Head** be designated as the accountable personnel for these ICT items, especially when the equipment is solely intended for student use.



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2. The following packages have been received by the **Division of Lanao del Norte**:

2022 eLC
eLearning Cart Package
2022-01 eLC Package 1
2023 eLC
SMART TV Packages
2024-02 Smart TV Package
DepEd Teaching 2023
Laptop for Teaching
DepEd Teaching 2024
etc.

3. Below is the list of recipient schools for the aforementioned packages.

| Name of School | |
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| Bacolod CIS, Bacolod LDN | Kalilinaw-Kalilintad IS |
| Kahayag IS | Sapad IS |
| Nangka IS, Baloi LDN | Andres Bersales Sr. National HS |
| Taguitic IS, Kapatagan LDN | Panoloan NHS |
| Kawit Oriental IS, Kauswagan LDN | Linamon NHS, Linamon LDN |
| Sultan Dimasangcay Mananggolo IS, Kauswagan LDN | SAMBURON IS |
| Manga IS | Pantao Ragat Agro-Industrial HS, Pantao Ragat LDN |
| Diego H. Patigatyon HS, Kolambogan LDN | Pantar NHS, Pantar LDN |
| Lala Proper IS, Lala LDN | Pigcarangan IS |
| Samburon IS, Linamon LDN | Geronima Cabrera NHS |
| Sheik Omar IS | Geronima Cabrera NHS |
| Tambacon IS | Sergio P. Cerujales NHS-SHS |
| Atanacia Logronio IS, Maigo LDN | Kiasar IS |
| Pantao Ragat Agro-Industrial HS, Pantao Ragat LDN | Magsaysay NHS |
| Sapad IS | Sergio P. Cerujales NHS-JHS |



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 REGION X
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|--|--|
| Panoloon NHS | Adbul Azis Liwalug NHS |
| Tabgcal NHS | Kalilinaw-Kalilintad IS |
| Abaga IS, Baloi LDN | Sapad IS |
| Marcela T. Mabandta HS, kauswagan LDN | Andres Bersales Sr. National HS |
| Marcela T. Mabandta HS, kauswagan LDN | Panoloon NHS |
| Liangon NHS, Bacolod LDN | Linamon NHS, Linamon LDN |
| Pagayawan IS | SAMBURON IS |
| Bansarvil NHS | Pantao Ragat Agro-Industrial HS, Pantao Ragat LDN |
| Munai NHS | Pantar NHS, Pantar LDN |
| Arsenio A. Quibranza NHS | Pigcarangan IS |
| Rufo Dela Cruz IS, Tubod LDN | Geronima Cabrera NHS |
| Rufo Dela Cruz IS, Tubod LDN | Geronima Cabrera NHS |
| Datu Timbl Ali IS, Baloi LDN | Sergio P. Cerujales NHS-SHS |
| Linamon NHS, Linamon LDN | Kiasar IS |
| Samburon IS, Linamon LDN | Magsaysay NHS |
| Poona Piagapo NHS | Sergio P. Cerujales NHS-JHS |
| Bacolod CIS, Bacolod LDN | Adbul Azis Liwalug NHS |
| Pantao Ragat Agro-Industrial HS, Pantao Ragat LDN | Kalilinaw-Kalilintad IS |
| Pantar NHS, Pantar LDN | Sapad IS |
| Pigcarangan IS | Andres Bersales Sr. National HS |
| Geronima Cabrera NHS | Panoloon NHS |
| Geronima Cabrera NHS | Linamon NHS, Linamon LDN |
| Sergio P. Cerujales NHS-SHS | SAMBURON IS |
| Kiasar IS | Pantao Ragat Agro-Industrial HS, Pantao Ragat LDN |
| Magsaysay NHS | Pantar NHS, Pantar LDN |
| Sergio P. Cerujales NHS-JHS | SAMBURON IS, Linamon LDN |
| Adbul Azis Liwalug NHS | Kulasihan ES, Maigo LDN |
| Pigcarangan IS | Atanacia Logronio IS, Maigo LDN |
| Geronima Cabrera NHS | Tambo-Cadayonan ES |
| Geronima Cabrera NHS | Sigayan Adil PS |
| Sergio P. Cerujales NHS-SHS | Denaig ES |
| Kiasar IS | Pantaon ES |
| Kulasihan ES | Sugod ES |



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|---------------------------------|---|
| Magsaysay CES | Tantaon ES |
| Licapao ES | Dangolaan ES |
| Sultan Macalpang D. Permites CS | Liangan East ES, Bacolod LDN |
| Buntong ES | Manga IS |
| Curva Miago ES | Caromatan ES |
| Camp Allere ES | Napo ES, Linamon LDN |
| Balili CES | Samburon IS, Linamon LDN |
| Limwag PS | Pikalawag IS |
| Salvador CES | Sultan Dimasangcay Managgolo IS-ES |
| Anacorita Tongco Rubillar ES | Diego H. Patigayon NHS, Kolambogan LDN |
| Baning ES | Sapad IS |
| Kirapan ES | Princesa ES |
| Pigcarangan IS | Dimayon ES, Pantao Ragat LDN |
| Limawag ES | |
| A | |
| Baloi CES | |
| Maliwanag ES | |
| Pantar West PS | |
| Sergio Mata ES | |
| Esperanza ES | |
| Felisa Santos ES | |
| Pagayawan IS | |
| Alegria ES | |
| Kahayag IS | |
| Pendulonan ES | |
| Placida Mequibas NHS | |
| Sultan Dimasangcay Managgolo IS | |
| San Roque ES | |
| Linamon NHS, Linamon LDN | |
| Linamon NHS, Linamon LDN | |
| Bosque ES, Linamon LDN | |
| Linamon NHS-JHS | |
| Purakan ES, Linamon LDN | |



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4. If your school has received any of the **above-mentioned DCP or ICT equipment packages—or any other packages not specifically mentioned—but is not included in the attached list of schools, you are still required to submit the delivery documents and corresponding ICS/PAR** for each piece of equipment received.
5. For future reference, if your school is selected as a beneficiary of any DCP package, or any items or equipment from Central Office or Regional Office, you are required to submit the necessary documents to COA for inspection, separately, the ICS/PAR and Delivery Documents to the Supply Office and lastly, add those to your respective RPCSP/RCPPE.
6. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent

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

INVENTORY

PROPERTIES

REPORTS

PROCUREMENT

CBG/ PROTOCOL FOR SUBMISSION OF DOCUMENTS ON DCP PACKAGES, ICT EQUIPMENT, AND UNITS
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