



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

November 8, 2024

DIVISION MEMORANDUM  
No. 323, s. 2024

**CONDUCT OF INSPECTION, REPAIR, MAINTENANCE, AND  
DISPOSAL OF OUT-OF-WARRANTY DCP EQUIPMENT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID and SGOD)  
Public Elementary and Secondary School Heads  
All others concerned  
*This Division*

1. In line with the Division's commitment to ensuring the functionality and safety of ICT equipment in schools, the DepEd Ozamiz City Division will conduct an inspection, repair, maintenance, and disposal of DepEd Computerization Program (DCP) equipment that is currently out of warranty. This activity aims to assess the condition of each unit and determine the necessary actions for repair, continued use, or disposal.
2. The third-party winning bidder, **PC Portal Computer Sales and Services**, has been contracted to perform the inspection and repair of the out-of-warranty DCP equipment. Their technical team, in coordination with the Division Office, will visit each school according to the **tentative schedule enclosed with this memorandum**.
3. School heads are requested to prepare an inventory of all out-of-warranty DCP equipment, noting any known issues or concerns with each unit. Schools should also designate a staff member to assist the PC Portal team during the inspection.
4. After diagnosing each unit, **common replaceable parts and supplies** required for repair will be provided as necessary to restore functionality. The technical team will inform school heads of any additional parts required for specific units.
5. For ease of monitoring, each piece of equipment scheduled for repair or maintenance will be issued a **service code** by PC Portal. School heads and designated staff can track the status of repairs and maintenance activities online using this service code, ensuring transparency and real-time updates.



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph





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6. Any questions regarding this activity may be directed to Regie A. Catedral, Information Technology Officer I, at 09606267878.
7. Immediate dissemination of this memorandum to all concerned is required.

**NIMFA R. LAGO, PhD, CESO VI**

Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

pp: **DIONESIO L. LIWAG, JR., CESE**  
OIC, Assistant Schools Division Superintendent



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**TENTATIVE SCHEDULE FOR DCP INSPECTION**

	District	School	Tentative Schedule	Remarks
1	1	Ozamiz City National High School	11/11/2024	
2	1	Sancho Capa Integrated School	11/12/2024	
3	1	Felipe Carreon Central School	11/12/2024	
4	1	Andrea D. Costonera Elementary School	11/12/2024	
5	2	Ozamiz City Central School	11/13/2024	
6	3	Misamis Annex Integrated School	11/13/2024	
7	3	Sta. Cruz Elementary School	11/14/2024	
8	3	Catadman Elementary School	11/14/2024	
9	3	Baybay Central School	11/14/2024	
10	4	San Antonio National High School	11/15/2024	
11	4	Ozamiz City School of Arts and Trades		1st phase done
12	4	San Antonio Elementary School	11/15/2024	
13	4	Maningcol Central School	11/18/2024	
14	4	Gango Elementary School	11/18/2024	
15	4	Dona Consuelo Elementary School	11/18/2024	
16	4	Bacolod Elementary School	11/18/2024	
17	5	Labo National High School	11/19/2024	
18	5	Sangay Integrated School	11/20/2024	
19	5	Mintalar Elementary School	11/20/2024	
20	5	Labo Central School	11/19/2024	
21	5	Gotocan Elementary School	11/20/2024	
22	5	Embargo Elementary School	11/20/2024	
23	5	Domingo A. Barloa Integrated School	11/20/2024	
24	6	Faustino C. Decena Elementary School	11/20/2024	
25	6	Jose Lim Ho National High School	11/21/2024	
26	6	Roman E. Mabanag, Sr. Elementary School	11/21/2024	
27	6	Maximino S. Laurete, Sr. Elementary School	11/21/2024	
28	6	Hilarion A. Ramiro Elementary School	11/21/2024	
29	6	Dalapang Elementary School	11/22/2024	
30	6	Antero D. Hinagdanan Elementary School	11/22/2024	
31	7	Capucao Integrated School	11/22/2024	
32	7	Capucao C Elementary School	11/22/2024	
33	7	Montol National High School	11/25/2024	
34	7	Tipan Elementary School	11/25/2024	
35	7	Antero U. Roa Central School	11/25/2024	
36	7	Pershing Tan Queto, Sr. Elementary School	11/26/2024	



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37	8	Guimad Elementary School	11/26/2024
38	7	Guingona Elementary School	11/26/2024
39	8	Gala National High School	11/27/2024
40	8	Gala Elementary School	11/27/2024
41	8	Marcelino C. Regis Integrated School	11/27/2024
42	8	Juan A. Acapulco Elementary School	11/27/2024
43	8	Cogon Integrated School	11/27/2024
44	9	Pulot National High School	11/28/2024
45	9	Pulot Elementary School	11/28/2024
46	9	Malaubang Integrated School	11/29/2024
47	9	Dimaluna Integrated School	11/29/2024
48	9	Cruz Lanzado Saligan Elementary School	12/2/2024
49	9	Bongbong Elementary School	12/2/2024
50	9	Julian Bulahan Elementary School	12/2/2024
51	10	Tabid National High School	12/3/2024
52	10	Narciso B. Ledesma Central School	12/3/2024
53	10	Diego Tuastomban Elementary School	12/4/2024
54	10	Jacinto Nemeno Integrated School	12/4/2024
55	10	Gregorio A. Saquin Elementary School	12/4/2024
56	10	Labinay Elementary School	12/5/2024
57	10	Labinay National High School	12/5/2024
58	10	Sinusa Integrated School	12/5/2024



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