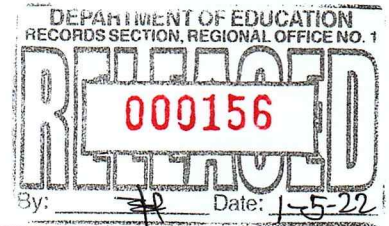




Republic of the Philippines  
**Department of Education**  
REGION I



Office of the Regional Director

JAN 05 2022

REGIONAL MEMORANDUM  
No. 014, s. 2022

**GUIDELINES FOR THE DEPLOYMENT/ DELIVERY OF LAPTOPS FOR PUBLIC SCHOOL TEACHERS**

To: Schools Division Superintendents

1. Attached is the DepEd Memorandum OUA Memo 00-1221-0162 dated December 28, 2021, stating the Guidelines for the Deployment/ Delivery of Laptops for Public School Teachers
2. It is emphasized that the School Property Custodian (or designated alternate) shall perform an initial checking for the delivered laptops funded by the Bayanihan II. The technical specifications of the laptop were also provided for information and guidance. The guidelines also emphasize the warranty conditions that are bound to be complied with by the supplier.
3. The email address and name of the contact persons were also provided in the memorandum to facilitate actions on concerns/ issues that will be raised regarding the units.
4. Immediate dissemination of this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
Director IV

Encls: As Stated

Reference: DepEd Memorandum OUA Memo 00-1221-0162 dated December 28, 2021  
To be indicated in the Perpetual Index  
under the following subjects:

Bayanihan II Funds IT Packages Laptops Public School Teachers

AD-AMS/rnnb/RegionalMemorandum-LaptopsBayanihanII  
January 4, 2022

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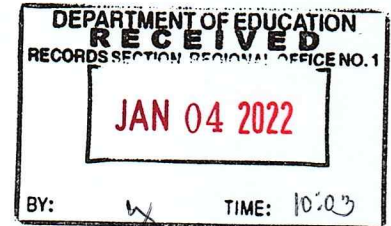
Republika ng Pilipinas  
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Tanggapan ng Pangalawang Kalihim



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**OUA MEMO 00-1221-0162**  
**MEMORANDUM**  
28 December 2021



For: **Regional Directors**  
**Schools Division Superintendents**  
**District Supervisors**  
**Principals and School Heads**  
**Regional and Division Supply Officers**  
**Regional and Division IT Officers**  
**School Property Custodians**  
**School ICT Coordinators**

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF  
LAPTOP COMPUTERS FOR PUBLIC SCHOOL TEACHERS**

The Office of the Undersecretary for Administration (OUA) announces the ongoing deployment/delivery of Laptop Computers for Public School Teachers procured by the Procurement Service-Department of Budget and Management funded under Bayanihan to Recover as One Act thru the 3rd Party Logistics.

The following guidelines are hereby issued for the effective and efficient deployment/delivery:

- 1. The School Property Custodian (or designated alternate) shall perform an initial checking of the delivered laptops** as to the physical condition of the boxes and quantity upon delivery of the goods to the project sites/recipient schools.

**1.1 Technical Specifications of the Laptop:**

Brand/Model: Dell Latitude 3420  
Processor: Intel Celeron 6305 1.8GHz, 4MB Cache, 2 Core  
Memory: 8GB DDR4, 3200 MHz, SODIMM  
Screen size: 14", FHD 1920X1080, 60Hz, Anti-glare, Non-touch  
Storage: 1TB, 5400 RPM, SATA, HDD  
Camera: Built-in  
Connectivity: Intel Wi-Fi 6 AX201  
Bluetooth: Bluetooth 5.1



**Office of the Undersecretary for Administration (OUA)**

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

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Ports:

- 1 x USB 3.2 Gen 2x2 Type-C port with DisplayPort alt mode/Power Delivery
- 1 x USB 3.2 Gen 1 port
- 1 x USB 3.2 Gen 1 port with PowerShare
- 1 x USB 2.0 port
- 1 x Universal Audio Port
- 1 x HDMI 1.4 port
- 1 x microSD-card slot
- 1 x Flip-down RJ 45
- 1 x Wedge-shaped lock slot

Power Adapter: 65 W AC adapter, 4.5 mm barrel

Keyboard: US English Layout, Standard size, Backlit

Mouse: Genius NX-7000, Optical, Wireless

Headset: Genius HS-M200C

Touchpad: Precision Touchpad, Multi-Touchpad

Endpoint Protection: SOPHOS with 1 - year subscription (activated)

Operating System: Windows 10 Pro Education (activated)

Pre-installed and activated application software: Microsoft Office and Dell Optimizer

Laptop Bag: With embroidered DepEd logo

Others: Laptop BIOS and screen with DepEd logo

Master copy of Software: 1 USB per Division IT Officer

Copy of Software: 1 USB per recipient school

## 2. TRAINING

A training video is provided in lieu of face-to-face training and is saved as a file on the laptop's hard disk drive.

## 3. WARRANTY

- 3.1 A three (3)-year onsite support warranty for the laptop computer parts and labor is provided. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance.)
- 3.2 Technical support: The Supplier must have personnel possessing any of the following: **NC-II in Computer Hardware Servicing**, or **Licensed Electronics Technician**, or **Manufacturer's Certified Technician**, in at least **two (2) locations** (in different provinces) in every region where the equipment will be deployed.
- 3.3 Supplier must have Level 1 and Level 2 Technical Support with 8x5 SLA; 4-hour response time within Metro Manila and next business day for provisional areas.
- 3.4 Supplier to provide a central toll-free Hotline Number and email



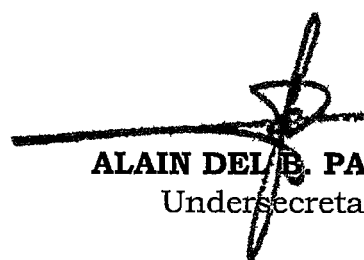



- 3.5 Remote support shall be provided immediately by the Supplier through the Hotline upon receipt of service call. For email service requests, the response time is 24 hours.
- 3.6 Onsite support service shall be provided by the Supplier the next business day after final remote diagnosis for delivered items within Metro Manila; at most, 2 business days for areas outside Metro Manila.
- 3.7 In case unit/s cannot be repaired, the unit/s must be replaced within the **maximum of fifteen (15) calendar days**.
- 3.8 A guaranteed service unit shall be provided while waiting for the replacement of defective units that are still within the warranty period. The service unit should be made available prior to the pullout of the defective equipment.
- 3.9 The supplier warrants that it will provide the necessary technical support and assistance at their own expense, in the event that any of the software installed in the Laptop units delivered at DepEd's Regional Office is found defective or not functional.

Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.

For clarifications and more information on these matters, please contact Engr. Ofelia L. Algo, ICTS-TID Chief, at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph).

For reference and strict compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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