



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

**DIVISION MEMORANDUM**


No. 085, s. 2025

TO: ASDS  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Others Concerned

SUBJECT: **SUBMISSION OF DELIVERY RECEIPTS FOR RECEIVED DEPED  
COMPUTERIZATION PROGRAM (DCP) PACKAGES**

DATE: February 4, 2025

1. In line with our ongoing efforts to enhance operational efficiency and maintain accurate records, this memorandum serves as an official directive requiring all Schools to submit hard copies of delivery receipts for all DCP packages (**e-Learning Cart, Smart TV package, Laptop for non-teaching, Laptop for teaching**) received starting FY 2023 to FY 2024.
2. Effective immediately, the following procedures must be observed:
  - a. All field offices must retain the original delivery receipts for the packages received.
  - b. The physical/hard copy (photocopy only) must be submitted to the Supply Section at the Division Office by **February 07, 2025**.
  - c. These Receipts must be properly signed and dated by the receiving personnel.
3. Should there be any difficulties in the submission or there are any clarifications needed regarding this directive, please feel free to contact Gennerson Tibo Nabual via Facebook Messenger.
4. Immediate and wide dissemination of this Memorandum is enjoined.

  
**MARGARITO A. CADAYONA JR., PhD CESO VI**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

