



Republic of the Philippines  
Department of Education



310-V

Office of the Secretary

DEC 15 2006

DepED MEMORANDUM

No. 427, s. 2006

SUBMISSION OF INVENTORY REPORT ON THE EXISTING COMPUTERS  
IN ELEMENTARY AND SECONDARY SCHOOLS

To: Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. In line with the implementation of the 2<sup>nd</sup> Phase of the DepED Computerization Program, there is a need to conduct an inventory of existing computers in the field.
2. In this connection, all elementary and secondary schools are requested to submit an Inventory Report using the enclosed format. Cut-off date for all reports will be on October 30, 2006 and deadline for submission is December 29, 2006.
3. For more information, please contact Ms. Maritess L. Ablay, Chief Administrative Officer, Property Division, Administrative Service, DepED Central Office, Meralco Avenue, Pasig City at tel. no. (02) 635-0551 or telefax no. (02) 633-7217.
4. Immediate dissemination of this Memorandum is desired.

*J. A. Lapus*  
for: JESLI A. LAPUS  
Secretary

Encl.:  
As stated

Reference:  
None

Allotment: 1—(D.O. 50-97)

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

COMPUTER EDUCATION  
REPORTS  
SCHOOLS

**SAMPLE FORM**

SCHOOL NAME: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

REGION - DIVISION: \_\_\_\_\_

Quantity	Brief Description	Unit Value / Purchase Cost	Method of Acquisition	Date Acquired	Received From	Present Condition	Accountable Office	Remarks
1	IBM PC P4 3.0 GHz 512MB RAM 80 GB HDD 3.5" Floppy CD-ROM Windows XP Pro MS Office 2003	50,000.00	Maintenance Contract	27-Jun-06	NGO - DataOne Asia	100% working	Office of the Guidance Counselor	
1	HP Pavilion Laptop P4 1.6 GHz 256 MB RAM 60 GB HDD 3.5" Floppy DVD-CDR Combo Windows XP Pro MS Office XP Adobe Pagemaker Adobe Photoshop	80,000.00	Donation	11-Feb-03	Foreign - JICA	defective 3.5" Floppy and Combo Drive	Office of the Principal	waiting for replacement parts
4	Clone P3 866 MHz 32 MB RAM CD-ROM 3.5" Floppy 20 GB HDD Windows 98 SE MS Office 98	0.00	Donation - transfer without cost	21-Aug-05	NGO - GILLAS	low memory	Director, Science Department	replacement will arrive next week
10	Clone P3 866 MHz 32 MB RAM CD-ROM 3.5" Floppy 20 GB HDD Windows 98 SE MS Office 98	20,000.00	Government Procurement	22-Aug-05	Department of Education	good working condition	Cabatuan Central Elementary School	

Number of units: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Property Custodian

Certified correct: \_\_\_\_\_  
Principal

Possible Sources:  
LGU - <name of unit>  
NGO - <name of organization>  
Gov - <name of agency>

Methods of Acquisition: Donation - donor  
Donation - transfer w/o cost  
Government Procurement