



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

31 August 2022

DIVISION MEMORANDUM
No. 377, s. 2022

WARRANTY CLAIMS OF DEFECTIVE DCP PACKAGES

To: **Public Elementary School Heads**
Public Secondary School Heads
Schools ICT Coordinators
This Division

1. In relation to the monitoring of DCP packages conducted by the Central Office to 7 schools in the Division of El Salvador City, they have recommended to report all defective units under DCP Batch 2018-01, 2018-02 and 2019-02 since based on the date of delivery the package is still within warranty until December 2022.
2. In line with this, the ICT Coordinator of the schools listed on the table below should process warranty claims for all defective units under Batch 2018-01, 2018-02 and 2019-02:

No.	School	Batch
1	Cogon National High School	2018-01 and 2019-02
2	Himaya National High School	2018-01
3	Molugan National High School	2018-01 and 2018-02
4	San Francisco de Asis National High School	2018-01
5	Sinaloc National High School	2018-01

3. The ICT Coordinator will send the email to customercare.express2017@gmail.com and cc dcp.recipients@deped.gov.ph, icts.tid@deped.gov.ph, renel.quirit@deped.gov.ph and sherrie.dungog@deped.gov.ph with the subject format of "SDO_ElSalvador_Warranty Claims_School Name_School ID" and include the accomplished table with the format as shown below:

DCP Batch No.	Items to be Repaired	Quantity	Description of the problem





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4. The deadline to accomplish this task is on or before September 07, 2022.
5. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

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

INFORMATION TECHNOLOGY

OSDS/SRD

