



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

2024-08-29-0679  
 DEPED DIVISION  
**DAVAO DE ORO**  
 RECORDS SECTION  
 27 AUG 2024  
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Office of the Schools Division  
 Superintendent

27 August 2024

DIVISION MEMORANDUM  
 OSDS-2024- 675

**VENUE OF THE TECHNICAL INSPECTION RELATIVE TO THE  
 AUDIT/INVESTIGATION ON THE PROCUREMENT OF LAPTOP COMPUTERS  
 FOR PUBLIC SCHOOL TEACHERS**

To: Bob Dylan S. Milabat - Division IT Officer  
 Marion A. Espenoza - Division Supply Officer  
 Mario E. Alquiza  
 Rodolfo A. Pamen  
 Jodel P. Abenoja  
 Jomar Tañeza

1. Attached is the Regional Memorandum No. FD-2024-027 dated August 12, 2024, from Dir. Allan G. Farnazo, Regional Director, DepEd Region XI, regarding on the Venue of the Technical Inspection Relative to the Audit/Investigation on the Procurement of Laptop Computers for Public School Teachers.
2. Anent to this, you are hereby advised to attend the conduct of technical inspection of the laptops on August 28-29, 2024, at Davao City National High School, Davao City.
3. Travel, meals, and other incidental expenses shall be charged against OSEC-11-23-3334 or division MOOE, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and strict compliance with this Memorandum is directed.

  
**CRISTY C. EPE, CESO V**  
 Schools Division Superintendent 

Encl.: As stated  
 OSDS/ICTU



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
 Email Address: davaodeoro@deped.gov.ph  
 Website: www.depeddavaodeoro.ph

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Field



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

Office of the Regional Director

**REGIONAL MEMORANDUM**

FD-2024-027

To : Schools Division Superintendents

Subject : VENUE OF THE TECHNICAL INSPECTION RELATIVE TO THE  
AUDIT/INVESTIGATION ON THE PROCUREMENT OF  
LAPTOP COMPUTERS FOR PUBLIC SCHOOL TEACHERS

Date : August 12, 2024

Relative to the audit/investigation on the procurement of Dell latitude laptop units for public school teachers made by Department of Education thru the Procurement Service-Department of Budget and Management using the Bayanihan Funds, the Commission on Audit shall conduct a technical inspection of the laptop units on August 22-30, 2024 at Davao City National High School.

The Supply Officers are the authorized personnel to bring the laptops to the venue and their presence is required during the inspection. They are also required to bring the Property Acknowledgement Receipts (PAR) and other pertinent documents relative to the procured equipment.

Refer to the schedule of the inspection per Schools Division Office in the attached communication dated August 6, 2024 from Layda Lhou P. Falucho-Chan, Co-Team Leader, Fraud Audit Office, Special Services Sector, Commission on Audit.

For information, guidance and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROB2kcd

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: [Signature]  
Time: Aug. 13, 2024  
2436248



Address: F. Torres St., Davao City (8000)  
Telephone Nos : (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph

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Republic of the Philippines  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City, Philippines

**SPECIAL SERVICES SECTOR**  
FRAUD AUDIT OFFICE

August 6, 2024

**ALLAN G. FARNAZO, CESO IV**  
Regional Director  
Department of Education  
Regional Office No. XI  
F. Torres St., Davao City

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
8.8.24 4:00 pm

**THRU :** **HELENA L. VALDEZ**  
Regional Supervising Auditor  
Commission on Audit  
National Government Sector  
Cluster 5 – Education and Employment

**SUBJECT :** Schedule of technical inspection and confirmation relative to the audit/investigation on the procurement of laptop computers for Public School Teachers by the Department of Education thru the Procurement Service - Department of Budget and Management using the Bayanihan Funds

**Dear Sir:**

Relative to the above subject, and as part of our audit procedures, the Special Audit Team (SAT) will be conducting a technical inspection of the Dell latitude laptop units.

To facilitate the said activity, we request your assistance in coordinating and setting the schedule and venue of the said activity with the concerned Department of Education employees/teachers.

Additionally, we also need a venue that can accommodate up to 40-50 people at a time, a strong wi-fi connection, and a printer.


Lastly, for an orderly conduct of inspection, we would like to request the following:

1. Schedule around 30-40 laptops per hour, depending on the number of laptops to be inspected for the day. If, for a justifiable reason, the laptop recipient or user cannot bring his/her laptop, an authorized representative can bring the laptop to the venue for inspection.
2. The Supply Officer to prepare a tabulated attendance sheet which shall contain the name of recipients of laptops, actual user of the laptops, school or ALS district, serial number of the laptop, and blank columns for signature and remarks.
3. Certified True Copy of the Property Acknowledgment Receipt (PAR), Property Transfer Receipt (PTR), and Delivery and Acceptance Receipts of the Dell 3420 laptop units to be given to the SAT before the start of the inspection.
4. Bring the fully charged Dell laptop at the venue for inspection.
5. The Supply Officer and Information Technologist shall answer a questionnaire related to their receipt of laptops, which shall be sworn before a member of the SAT.

The SAT requests to conduct the said activities in the SDOs indicated in **Annex**

**A.**

Thank you.

  
**LAYDA LHOUP. FALUCHO-CHAN**  
Co-Team Leader  
Pursuant to COA Office Order No. 2023-138  
dated February 6, 2023



| Region XI- Davao Region                          |                        |             |                          |                          |                |  |
|--|------------------------|-------------|--------------------------|--------------------------|----------------|--|
| Office/SDO                                       | Laptops for inspection | TOTAL       | Proposed Inspection Date | Proposed Inspection Time | Venue          |  |
| SDO Davao City                                   | 216                    | 432         | August 22                | 8am to 4pm               | SDO Davao City |  |
|  | 216                    |             | August 23                | 8am to 4pm               |                |  |
| SDO Digos City, Davao Del Sur                    | 76                     | 208         | August 26                | 8am to 10am              |                |  |
| SDO Davao del Sur                                | 107                    |             |                          | 10pm to 3pm              |                |  |
| Regional Office XI, Davao Del Sur                | 25                     |             |                          | 3pm to 4pm               |                |  |
| SDO Davao Occidental                             | 150                    | 301         | August 27                | 8pm to 12pm              |                |  |
| SDO Davao del Norte                              | 151                    |             |                          | 1pm to 5pm               |                |  |
| SDO Panabo City, Davao Del Norte                 | 61                     | 198         | August 28                | 8am to 9:30am            |                |  |
| SDO Tagum City, Davao Del Norte                  | 78                     |             |                          | 9:30am to 11am           |                |  |
| SDO Island Garden City of Samal, Davao Del Norte | 59                     |             |                          | 11am to 12nn             |                |  |
| SDO Davao de Oro                                 | 162                    | 324         | August 28                | 1pm-5pm                  |                |  |
|  | 162                    |             | August 29                | 8am to 12nn              |                |  |
| SDO Davao Oriental                               | 170                    | 231         | August 29                | 1pm-5pm                  |                |  |
|  | 61                     |             | August 30                | 8am to 10am              |                |  |
| SDO City of Mati, Davao Oriental                 | 70                     | 70          | August 30                | 10am-12nn                |                |  |
|  |                        | <b>1764</b> |                          |                          |                |  |

**Schedule for the SAT:**

21-Aug travel time - NAIA to Davao City (pm)  
 August 22-23 Inspection  
 August 24-25 Weekend  
 August 26-29 Inspection  
 30-Aug inspection 8am-12nn  
 travel to davao airport to NAIA (pm)