|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name**  |  |  | **School head** |  |
| **Address:** |  |  | **Designation:** |  |
| **Region :**  |  |  | **Division :**  |  |

**Instructions:** This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish this form and submit to the Division ICT Coordinator.

|  |  |  |
| --- | --- | --- |
| **Process**  | **Done**  | **Information Required**  |
| **Delivery** |
|  | **Received information on schedule of delivery**  | **🞏**  | **If notice of delivery was received,** * **who coordinated with the school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
| * **when was schedule of delivery ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
|  | **Received delivered items**  | **🞏**  | **If items were delivered, when was actual delivery date ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Inspected boxes if according to specified quantity and if any were open, tampered with or not in good condition?** | **🞏** | **Were the boxes in good condition ?**  | **🞏 Yes** | **🞏 No** |  |
|  | **Signed Delivery Waybill (for courier) and/or Delivery Receipt (for Authorized/Local Service Partner)** | **🞏** |  |  |  |  |  |
|  | **Kept boxes safe & unopened until authorized installer arrives**  | **🞏** | **Issues / Comments :** |  |  |  |  |
| **Installation & Inspection**  |
|  | **Installed DCP components in school**  | **🞏** | **Date of installation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  | **School Inspection Team tested and inspected installed equipment and signed inspection portion of IAR**  | **🞏** | **Issues / Comments :** |  |  |  |  |
| **Training**  |
|  | **Training of school teachers completed**  | **🞏** | **Inclusive dates of training : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****No. of teachers trained : \_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Training Checklist successfully accomplished**  | **🞏** |  |  |  |  |  |
|  | **PS-DBM/DepED Delivery Receipt signed by SH** | **🞏** |  |  |  |  |  |
|  | **Invoice Receipt of Property (IRP) initialed by School Head and Property Custodian**  | **🞏** |  |  |  |  |  |
|  | **IRP collected by Division ICT Coordinator**  | **🞏** |  |  |  |  |  |
|  | **Inspection Acceptance Report (IAR) signed**  | **🞏** |  |  |  |  |  |
|  | **DR, IAR and TC forwarded to Supplier**  | **🞏** |  |  |  |  |  |

|  |  |
| --- | --- |
| **Prepared By:**  |  |
|  |  |
|  |  |  |  |
| *(Name and Signature of Authorized School Representative)* |  |
|  |  |
| **Certified By:**  |  |
|  |  |
|  |  |  |  |
|  |  |  |  |

*(Name and Signature of School Head)*