|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)*