



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

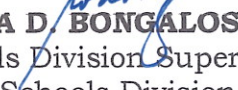

DIVISION MEMORANDUM  
No. 230 , s. 2026

**SUBMISSION OF INVENTORY OF DCP AND NON-DCP ICT EQUIPMENT THROUGH  
THE DCP PORTAL**

To: Assistant Schools Division Superintendent  
School Heads  
All Others Concerned

1. Pursuant to DepEd Regional Memorandum No. 0239, s. 2026 dated March 10, 2026, titled "Addendum and Corrigendum to Regional Memorandum No. 0207, s. 2026 (Submission of Inventory of DCP and Non-DCP ICT Equipment through the DCP Portal)," all schools are hereby directed to conduct a comprehensive inventory of ICT resources to ensure proper utilization, maintenance, and modernization.
2. In view of this, all schools and Schools Division Offices are hereby directed to gather and report data on all DCP and non-DCP ICT equipment received. The completed inventory shall be uploaded to the DCP Portal on or before **March 31, 2026**.
3. To ensure compliance, the following roles and responsibilities are hereby prescribed:
  - **Division Human Resource Management Officer (HRMO)**
    - Provide updated personnel data at the division and school levels.
  - **Division Supply Officer**
    - Provide accurate and updated ICT equipment inventory data at the division level.
    - Ensure the accuracy and alignment of inventory data with existing property and supply records of the division.
  - **School Administrative Officer II (AO II)**
    - Lead the inventory of ICT assets at the school in coordination with the School ICT personnel.
    - Ensure the consolidation, verification, and timely submission of required inventory data.
  - **School ICT Coordinator**
    - Gather and prepare data on DCP and non-DCP ICT equipment.
    - Submit the accomplished inventory report through the LIS/DCP Portal within the prescribed timeline.

- **Division IT Officers**
    - Provide assistance to the HRMO, Supply Officer, Administrative Officers, and School ICT Coordinators on the procedures for uploading the inventory to the portal.
    - Monitor and ensure compliance of schools within their respective divisions.
4. All School Administrative Officers II (AO II) are required to register via the provided Google Form link (<https://tinyurl.com/Tagbilaran-ICTinventory>) to receive the Excel file and the corresponding guide.
  5. The inventory Excel file shall be uploaded directly to the DCP Portal via the Learner Information System (LIS). Administrators may re-upload the inventory in case of updates or corrections to previously submitted data.
  6. Non-compliance with this Memorandum shall require the concerned schools and Schools Division Offices (SDOs) to submit a written explanation, duly addressed to the Regional Director through the Schools Division Superintendent.
  7. Immediate and strict compliance with this Memorandum is desired.

  
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent 



Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0239** s. 2026

10 MAR 2026

**ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM 0207 s. 2026  
(SUBMISSION OF INVENTORY OF DCP AND NON-DCP ICT EQUIPMENT THROUGH THE DCP  
PORTAL)**

To: Schools Division Superintendents  
School Heads  
All Others Concerned

1. This is in reference to Regional Memorandum 0207 s. 2026 titled, "*Submission of Inventory of DCP and Non-DCP ICT Equipment through the DCP Portal*".
2. This Office disseminates the **DepEd Memorandum dated 27 February 2026** titled "*Guidelines on the Submission and Monitoring of the DCP Inventory Template within the DCP Portal as the Official Platform*" for the information and guidance of all concerned.
3. The deadline of submission is moved to March 31, 2026.
4. All other provisions stated in the previously issued memorandum remain in effect.
5. Immediate dissemination and compliance with this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

STJ/PYA/ICTU/dfm



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Numbers: (032) 256-9466 / 09681030212 /  
09681030629 local 700

DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)



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- Division IT Officers
  - Provide assistance and orientation to HRMO, Supply Officer, Administrative Officers, and School ICT coordinators on the procedures for uploading the inventory to the portal.
  - Monitor and ensure compliance of schools within their respective divisions.

4. The template is available in the DCP Portal and shall be downloaded and shared with the concerned personnel for data entry and completion.
5. Non-compliance with this Memorandum shall require the concerned schools and Schools Division Offices (SDO) to submit a written explanation, duly addressed to the Regional Director and approved by the Schools Division Superintendent.
6. For concerns, please contact the Regional ICT Unit at (032) 256-9466 local 737 or [ictu7@deped.gov.ph](mailto:ictu7@deped.gov.ph).
7. *Immediate dissemination and compliance with this Memorandum is enjoined.*



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director



Republic of the Philippines  
Department of Education

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MEMORANDUM

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS  
REGIONAL & DIVISION SUPPLY OFFICERS  
REGIONAL & DIVISION HR OFFICERS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
ATTY. MARCELINO G. VELOSO III  
Assistant Secretary

**SUBJECT :** GUIDELINES ON THE SUBMISSION & MONITORING OF THE DCP INVENTORY TEMPLATE WITHIN THE DCP PORTAL AS THE OFFICIAL PLATFORM

**DATE :** 27 February 2026

1. Background

- 1.1. DepEd Order (DO) No. 16, s. 2023, titled "*Revised Guidelines on the Implementation of the DepEd Computerization Program (DCP)*", provides the policy framework for equipping public schools and DepEd offices with quality and equitable ICT resources to enhance teaching, learning, governance, and operational processes. To implement DO No. 16, s. 2023, the Joint Memorandum dated 01 October 2026, "*Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs*" was issued to augment the ICT manpower in Schools Division Offices to allow them to complete the verified ICT equipment inventory and the verified personnel masterlist, among other tasks.
- 1.2. To facilitate the organized and efficient data collection by the Field Offices, ICTS-TID with the help of ADB ICT consultants developed an online portal to ensure that submissions will contain the needed details and that submissions are submitted faster. However, there are still some issues as to how submission will be made. This issuance is made to clarify and resolve these concerns.
- 1.3. This issuance reminds the Regions, Divisions, and Schools that they are expected to ensure the effective adoption and utilization of the **DCP Portal** as the centralized platform for monitoring and managing ICT equipment and digital resources. They are likewise responsible for maintaining the accuracy, timeliness, and confidentiality of all data

verification shall the RITOs and DITOs issue a formal endorsement to the Central Office.

**RITOs, DITOs, and School Heads** are expected to maintain close coordination to ensure a seamless, timely, and error-free submission process. Their active cooperation is essential in maintaining data integrity, ensuring compliance with the prescribed requirements, and supporting the smooth consolidation of ICT inventory data at higher levels.

5. **Deadline.** Field Offices are reminded of the deadline for the deliverables stated in our Joint Memorandum dated 01 October 2026, which requires completion and submission of the deliverables within *three (3) months* from the draft of receipt of the funds. Given that the funds were downloaded to the field in December 2025, and to clarify the deadline, Field Offices must submit the deliverables **on or before 31 March 2026**.
6. As a guide in complying with this issuance, find below Video Tutorial Guides and Frequently Asked Questions (FAQs) for your reference:  
  
Video Tutorials: <https://tinyurl.com/InventoryTemplateVID>  
FAQs: <https://tinyurl.com/FAQsDCPPSF>
7. In line with these provisions, all offices concerned are advised to raise their DCP portal and ICT Inventory Template concerns by completing the online form at <https://tinyurl.com/PSFSupport> .
8. Should you have any queries and concerns regarding this matter, your office may contact Ms. Niña Rica Bernas of ICTS – Technology Infrastructure Division via email at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) or through landline at 8-633-2363.