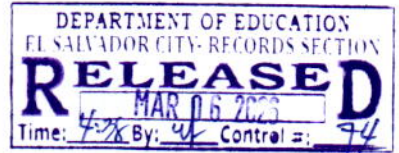




Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



March 4, 2026

DIVISION MEMORANDUM
 NO. 74, s. 2026

GUIDELINES ON THE SUBMISSION AND MONITORING OF THE DCP INVENTORY TEMPLATE WITHIN THE DCP PORTAL AS THE OFFICIAL PLATFORM

- To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD & CID
 Education Program Supervisors
 Division ITO
 Division Supply Officer
 Administrative Officer IV – HR
 All Public Elementary School Heads
 All Public Secondary School Heads
 Administrative Officer II – School Property Custodian
 School ICT Coordinators
 All Others Concerned

- In reference to the Memorandum titled **“Guidelines on the Submission & Monitoring of the DCP Inventory Template within the DCP Portal as the Official Platform”** dated February 27, 2026, all schools are required to fill out the inventory template which can be downloaded through the Learner Information System (LIS) under the DCP Portal.
- These are the Roles and Responsibilities of the different personnel involve in accomplishing the task:

Personnel	Roles and Responsibilities
Division Information Technology Officers (DITOs)	Shall assist the RITOs in overseeing the compliance of their schools—through the assigned School Heads—with all submission requirements. DITOs shall likewise validate the inventory templates submitted by schools (further validation procedures to be detailed in a separate issuance once the system’s validation features are finalized). Furthermore, DITOs are expected to provide technical assistance to schools, as necessary, to ensure the proper and effective utilization of the DCP Portal.
School Heads	Should lead the utilization and submission of ICT Inventory Templates within the DCP Portal and ensure that all required documents are properly completed and submitted.
HR and Supply Officer	Shall provide the Information Technology Officers (ITOs) and School Heads with complete and validated personnel and property data. They shall also respond promptly to



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net


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	requests and records verification to ensure accuracy and consistency.
Administrative Officer II – School Property Custodian	Shall fill out and complete the inventory template that can be downloaded from the LIS account of the School Head and School System Administrators.
School ICT Coordinators	Shall assist the Administrative Officer II – School Property Custodian with the required data needed in the template

3. The deadline for the deliverables is on or before **31 March 2026**.
4. For concerns you may contact Sherrie R. Dungog at 09177154632.
5. For more details, see the attached Memorandum from the Department of Education - Central Office signed by the Assistant Secretary Atty. Marcelino G. Veloso III.
6. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

Encl.: As stated
 Reference: NONE
 To be indicated in the Perpetual Index
 under the following subjects:

INFORMATION TECHNOLOGY


OSDS/srd



Republic of the Philippines
Department of Education

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

encoded in the system, in strict adherence to Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission.

2. Roles & Responsibilities

- 2.1. Regional Information Technology Officers (RITOs):** Shall oversee the overall compliance of their respective Divisions and Schools with the submission requirements. They shall likewise provide technical assistance on the proper utilization of the DCP Portal, as needed.
- 2.2. Division Information Technology Officers (DITOs):** Shall assist the RITOs in overseeing the compliance of their schools—through the assigned School Heads—with all submission requirements.

DITOs shall likewise validate the inventory templates submitted by schools (*further validation procedures to be detailed in a separate issuance once the system's validation features are finalized*).

Furthermore, DITOs are expected to provide technical assistance to schools, as necessary, to ensure the proper and effective utilization of the DCP Portal.

- 2.3. School Heads:** Should lead the utilization and submission of ICT Inventory Templates within the DCP Portal and ensure that all required documents are properly completed and submitted.

Furthermore, School Heads may designate **up to a maximum of four (4) Administrative Officers as coordinators** within their schools to facilitate the timely submission of the inventory template by filling out the template on or before the prescribed deadline.

- 2.4. School Head and School System Administrators:** Shall use their designated accounts to access the DCP Portal for downloading and uploading of the templates.
- 2.5. HR and Property Officers:** Shall provide the Information Technology Officers (ITOs) and School Heads with complete and validated personnel and property data. They shall also respond promptly to requests and records verification to ensure accuracy and consistency.

3. Ongoing Updating and Maintenance.

The ICT Inventory Template shall be regularly updated beyond the initial submission period to ensure accuracy, completeness, and alignment with actual field conditions.

- 3.1. Monthly Updating.** ITOs and School Heads, with the assistance of HR and Property Officers, shall update the ICT Inventory Template within the DCP Portal **at least once a month**. Updates shall reflect all new acquisitions, disposals, transfers, losses, or any other changes in asset status.
- 3.2. Process Ownership.** ITOs and School Heads shall establish a **systematic and institutionalized procedure** for ICT inventory management. This includes assigning appropriate personnel, defining processes, and ensuring continuous compliance with update requirements.

4. Reporting and Accountability.

RITOs and DITOs shall be responsible for validating the completeness and accuracy of ICT Inventory entries across all Divisions and Schools under their respective jurisdiction. Only upon thorough

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 or through landline at 8-633-2363.