



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 19, 2026

DIVISION MEMORANDUM

No. 85, s. 2026

**INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGUs)
FOR CALENDAR YEAR (CY) 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Concerned Education Program Supervisors
Concerned Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the **Joint Memorandum dated 11 February 2026** from the Office of the Undersecretary for Operations and the Office of the Assistant Secretary for ICT, regarding the *Inventory of ICT Donations from Local Government Units (LGUs) for Calendar Year (CY) 2026*, this Office directs all schools to submit data on ICT equipment donations.
2. The purpose of this inventory is to provide a reliable view of current and projected device availability to guide national budget programming and procurement planning.
3. School Heads and School ICT Coordinators are hereby instructed to account for all ICT device donations from **Barangay, Municipal, City, or Provincial LGU offices** that are:
 - Recently delivered within CY 2026; or
 - Prospective (pledged/planned) for delivery within CY 2026.
4. To facilitate the consolidation by the Division Information Technology Officer (DITO), schools must download the blank template and submit the following details via <https://tinyurl.com/2026LGUdonations> on or before **February 25, 2026**:
 - **Donor LGU:** (e.g., Brgy. San Jose, City Mayor's Office)
 - **Device Type:** (e.g., Laptop, Desktop, Tablet, Printer, Projector, TV/Monitor, Networking Equipment)
 - **Device Count:** Total number of units.
 - **Intended Beneficiary:**
 - i. Learners/Students
 - ii. Teachers
 - iii. School Heads



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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- iv. Non-teaching personnel/Admin Officers
 - v. ICT Coordinators
 - vi. Others (Please specify)
5. The Division Office must encode all consolidated data into the national system by 28 February 2026; therefore, strict adherence to the local submission deadline is enjoined.
6. For immediate dissemination and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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