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

2 F. Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600 Telephone Nos. (+632) 86337208, 633 7228, 687 2902 Fax No. (02) 636 4876 www.deped.gov.ph

DepED

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.

March 04, 2026

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Division Supply Officer
Division HR Officer
PSDS's, School Heads -Elementary and Secondary
All Others Concerned

For information, guidance and compliance

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

DepED