



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 27, 2026

DIVISION MEMORANDUM

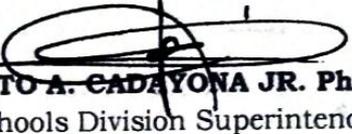
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CONDUCT OF THE DEPED COMPUTERIZATION PROGRAM (DCP) INVENTORY

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
District Supervisors
SDO Unit Heads
Division Office Personnel

1. In view of the ongoing monitoring and maintenance of ICT resources across the division, this Office shall commence the **Division-wide DCP Inventory of ICT Equipment** starting January 29, 2026.
2. This activity aims to ensure the functional status of all DCP packages and establish an updated database for future technical support and equipment allocation.
3. To facilitate a seamless process, the inventory shall be conducted through a hybrid approach:
 - On-site Validation: Division ICT Staff will conduct physical technical inspections. To ensure specialized focus and field efficiency, school visits will be scheduled every Tuesday, Wednesday, and Thursday.
 - Virtual Reporting: Technical assistance and progress monitoring will be conducted via online platforms to assist schools in real-time.
4. All School Heads are hereby requested to officially assign a DCP Property Sub-Focal (DCPPSF) Coordinator. The designated coordinator shall be responsible for the downloading and uploading (submission) of the ICT Equipment Inventory to the LIS - DCP Portal.
5. The deadline for the completion of the inventory and the final submission of reports through the LIS - DCP Portal is February 27, 2026.

6. Travel expenses of the Division ICT Staff shall be charged against Division Funds, while incidental expenses of school participants shall be charged against local/school MOOE, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

