



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

2 February 2026

DIVISION MEMORANDUM
No. 048, s. 2026

CONDUCT OF ICT EQUIPMENT INVENTORY FOR SCHOOLS AND DIVISION OFFICE

To : Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Property Custodians
School ICT Coordinators

1. Pursuant to the Revised Guidelines on the Utilization of the DepEd Computerization Program – Program Support Fund (DCP-PSF) for Inventory, Maintenance, and Modernization, issued by the Central Office on 01 October 2025, which mandate the inventory and maintenance of ICT equipment as priority activities, this Office hereby directs the conduct of an ICT Equipment Inventory in all public elementary and secondary schools within the Division.
2. The inventory shall cover all ICT equipment issued, procured, downloaded, or currently in use by the school, including but not limited to desktop and laptop computers, printers, scanners, network devices, servers, storage units, audio-visual equipment, and other ICT-related assets.
3. School Heads shall designate the School ICT Coordinator, in coordination with the School Property Custodian, to conduct the inventory and ensure that all entries reflect the actual physical count, current condition, and operational status of each item.
4. The official Excel inventory template, which shall also serve as the required submission, may be accessed through the Google Drive link that will be shared with the Property Custodians. The accomplished file shall be:
 - completely and accurately filled out.
 - reviewed and certified as correct by the School Head; and
 - submitted on or before February 26, 2026.
5. To ensure uniform interpretation and data consistency, schools are reminded that only ICT equipment that is physically present and verifiable at the time of inventory shall be included in the submission. Equipment that is



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missing, unserviceable, under repair, or recommended for disposal shall also be properly indicated in the appropriate columns of the template.

6. In addition, a meeting with all Property Custodians shall be conducted on February 5, 2026, at 2:00 PM, via MS Teams, to discuss the ICT Equipment Inventory template, clarify reporting guidelines, and address questions or concerns related to the inventory process. The meeting link will be sent through the NTP-ICT Group Chat.

7. The consolidated results of this inventory shall form part of the Central Office reporting and monitoring requirements and shall be used as a basis for ICT planning, maintenance, repair, modernization, and future resource allocation.

8. For information, wide dissemination and strict compliance.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

*To be indicated in the Perpetual Index
under the following subjects:*

INVENTORY

AVM/ITO/February 2, 2026