

**RELEASED**BY:  No. 134

DATE: JAN 28 2026 TIME: 4:34



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

January 28, 2026

DIVISION MEMORANDUM

No. 134 s. 2026

**ADDENDUM TO DM NO. 17 S. 2026, RE: ACCOMPLISHMENT AND UPLOADING OF ICT EQUIPMENT INVENTORY TEMPLATE FROM THE LEARNER INFORMATION SYSTEM(LIS)**

To : Assistant Schools Division Superintendent  
SDO Chiefs, Unit Heads & Staff  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District/School ICT Coordinators  
Administrative Officer-II  
Property Custodian  
All Others Concerned

1. In line with the continuing efforts of the Department of Education (DepEd) to strengthen data-driven planning, monitoring, and equitable allocation of ICT resources, please be informed that the Information and Communications Technology Services (ICTS), has recently launched the DCP Interim System — ICT Equipment Inventory Portal which can be accessed through the Learner Information System (LIS) at: <https://lis.deped.gov.ph>.

2. The DCP Interim System — ICT Equipment Inventory Portal shall serve as the official platform for the submission and updating of ICT-related data across all field offices and schools. The information gathered through this system shall support reporting, monitoring, and prioritization of ICT fund and resource releases.

3. The submission of said template as indicated in the previous memo (DM No. 17 s. 2026 dated January 7, 2026) which is **January 30, 2026 will be extended up to February 27, 2026** due to the changes in the template uploaded in the LIS portal from the Central Office. The Inventory Template (Excel format) contains the following worksheets:

- a. Stakeholder Profile — school information and accessibility details;
- b. Personnel — employee identification and contact details;
- c. Equipment — property and serial numbers and types of ICT equipment (e.g., servers, desktops, laptops, tablets, peripherals, and Smart TVs);
- d. Internet Connectivity provider, subscription, utilization, and power data;
- e. ISP Account — company details, cost, bandwidth, and acquisition mode;
- f. ISP Speed Test Results — download, upload, and ping; and
- g. ISP Subscription Cost — total internet expenses

4. Please take note and be guided by the guidelines and instructions indicated in the Read Me, List of Acronyms, and Referential Data worksheets of the template. The Inventory Template shall be jointly accomplished by the School ICT Coordinator, School Head, Administrative Officer II, and Property Custodian to ensure accuracy, timeliness, and confidentiality of data. All required files must be properly accomplished and/or updated prior to the release of any ICT allocation. Compliance with this requirement is mandatory and shall serve as a criterion for eligibility to receive both current and future ICT allocations.



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5. To have a uniform input of the data needed in the template, all concerned personnel are advised to attend the following activities on the following schedule:

Date and Time	Activity	Concerned Personnel	Platform
02/07/2026 (Sat) 8:00a.m -5:00p.m	<b>Online Orientation for the filling-up of data needed in the template</b>	Primary concerned personnel in-charge to attend and accomplish the template: School ICT Coordinator and any of the following: School Head, Administrative Officer II, Property Custodian in school	MS Teams - <a href="https://tinyurl.com/OnlineMeetingICTEquipment26">https://tinyurl.com/OnlineMeetingICTEquipment26</a>
02/10/2026 9:00a.m.-11:00p.m. (Zone 1 & 3)  2:00p.m-4:00 p.m. (Zone 3 & 4)	<b>Online Orientation for the filling-up of data needed in the template (those who were not able to attend on 02/07/2026)</b>		MS Teams - <a href="https://tinyurl.com/OnlineMeetingICTEquipment26">https://tinyurl.com/OnlineMeetingICTEquipment26</a>
February 16 to 27, 2026	<b>Submission of accomplished template (hardcopy- ICTU and softcopy- MS Teams app of School ICT Coordinators</b>	School ICT Coordinator	MS Teams for School ICT Coordinators under channel - DCP Inventory LIS (upload the school file in the respective District folder)
February 23 to March 13, 2026	<b>Online/Onsite Validation of the submitted template from the school and uploading of validated data in the LIS portal by the school</b>	School ICT Coordinator and School Head	MS Teams for School ICT Coordinators under channel - DCP Inventory LIS (upload the school file in the respective District folder)  LIS portal - <a href="https://lis.deped.gov.ph">https://lis.deped.gov.ph</a>

6. Enclosed is the process flow and details of the ICT Equipment Inventory portal. Other provisions in the previous memo remain the same.

7. Activities that fall on Saturday(February 7, 2026) participants are entitled to one(1) day service credits per CSC & DBM Joint Circular No. 2 s. 2014.

8. Queries and technical assistance may be sought at the ICTU Office or through email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

9. For information, guidance, and compliance of all concerned.

By the Authority of the OIC-Schools Division Superintendent:

**DELFIN A. BONDAD**

Assistant Schools Division Superintendent



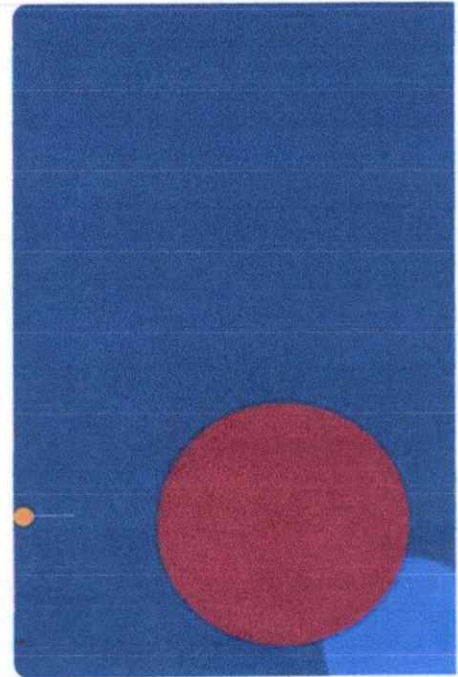
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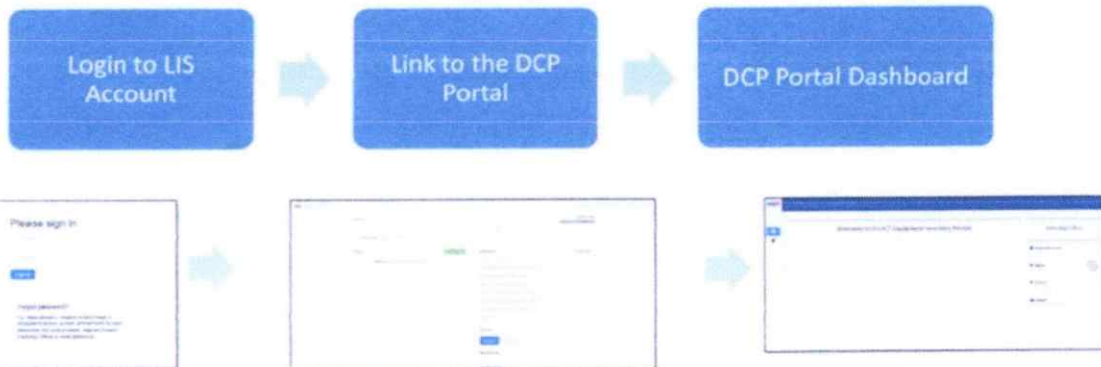
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**DCP Interim System**  
ICT Equipment Inventory Portal



Access to the DCP Portal



1



San Roque, Virac, Catanduanes  
052-8114036 / 09623505374  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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## TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

### Login to LIS

Please sign in

Username

Password

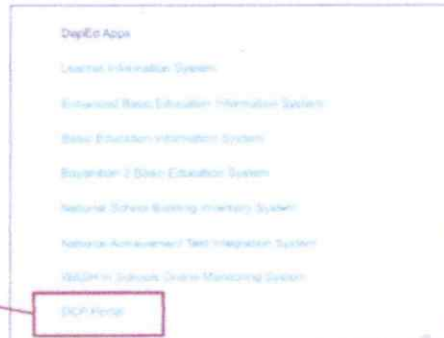
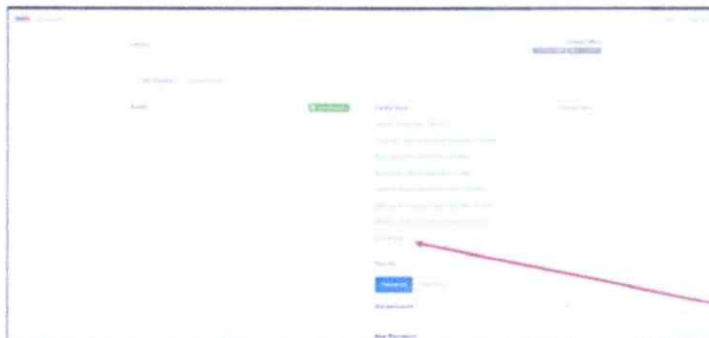
[Sign In](#)

Forgot password?

For class advisors, request School Head or Designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

Enter your username and password, then click the "Sign In" button.

### Link to the DCP Portal



Click the **DCP Portal** link to proceed.



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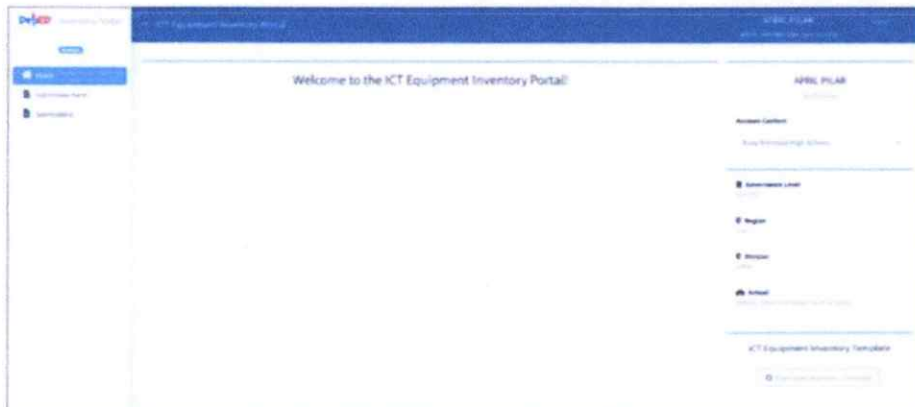
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Confirm to proceed to the DCP Portal



First Access: You will be prompted to click "Continue" to proceed to the DCP Portal.

ICT Equipment Inventory Portal Dashboard



3



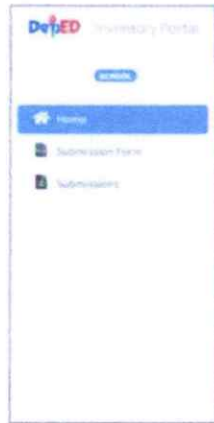
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ICT Equipment Inventory Portal Dashboard



**Home:** Overview and quick access to recent activity and announcements.

**Submission Form:** Download and submit the inventory template.

**Submissions:** View, filter, and manage submitted inventories



ICT Equipment Inventory Portal Dashboard



**User Account Information:** Shows the account details, including governance level, region, division, and school.

**Account Context:** Allows you to switch quickly between accounts.





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ICT Equipment Inventory Portal Dashboard

**Download Inventory Template:** Download the standardized inventory template based on governance level.

**Stakeholder Profile and Internet Connectivity Data:** Pre-populated stakeholder profile and internet connectivity from existing BEIS data.

Submission Form



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Submission Form

**Transaction Type:** Select the appropriate Transaction Type from the dropdown list. For the initial transaction, choose 'Beginning Inventory'.

**Upload Inventory Template:** Upload the completed inventory template.

Submission Form

**Navigation Tabs:** Navigate across all tables to review uploaded inventory data.





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Submission Form



**Navigation Buttons:** Navigate between pages and tables.

**Submit Button:** Submit the uploaded inventory data.

Review Inventory Data

Stakeholder Profile





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## TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Review Inventory Data

Personnel Table

ID	Last Name	First Name	Middle Name	Gender	Date of Birth	Position	Office	Status
1000	UNIDENTIFIED	PERSONNEL						
1001	WILLIAM	ADRIAN		M	1970-01-01	Administrative Officer	Office of the School Division Superintendent	Active
1002	FRANCIS	PAUL		M	1975-01-01	Administrative Officer	Office of the School Division Superintendent	Active
1003	JOHN	DAVID		M	1980-01-01	Administrative Officer	Office of the School Division Superintendent	Active
1004	JOHN	DAVID		M	1980-01-01	Administrative Officer	Office of the School Division Superintendent	Active

Review Inventory Data

Equipment Table

ID	Description	Quantity	Unit	Date of Acquisition	Status
1000	UNIDENTIFIED	1	EA		
1001	COMPUTER MONITOR	1	EA	2015-01-01	Active
1002	COMPUTER MONITOR	1	EA	2015-01-01	Active
1003	COMPUTER MONITOR	1	EA	2015-01-01	Active
1004	COMPUTER MONITOR	1	EA	2015-01-01	Active



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Review Inventory Data

ISP Speed Test Results

Submission Form

ISP SPEED TEST RESULTS

Internet Service Provider	ISP Billing Account Number	Area	Site	Hardware Model	Upload Speed	Ping Latency	Download Speed	Signal Quality	ISP Service
00000	07-1234-56	000	000	000	000	000	000	000	000
00001	0000-1234-56	000	000					000	000
00002	07-1234-56	000	000					000	000
00003	07-1234-56	000	000	000	000	000	000	000	000

Review Inventory Data

ISP Subscription Cost

Submission Form

ISP SUBSCRIPTION COST

Internet Service Provider	ISP Billing Account Number	Area	Site	Total Estimated Monthly Fee (Estimated)	Price Rate	No. Sites	Total Proposed (Estimated) for Internet Service
00000	07-1234-56	000	000	0000	00000.00	000	00000
00001	0000-1234-56	000	000	00000.00	00000.00	000	00000.00
00002	07-1234-56	000	000	00000.00	00000.00	000	00000.00
00003	07-1234-56	000	000	00000.00	00000.00	000	00000.00

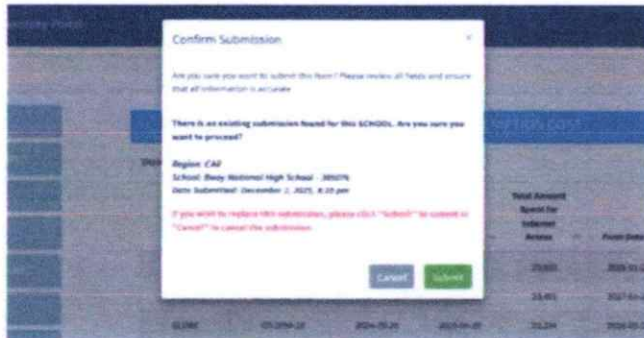


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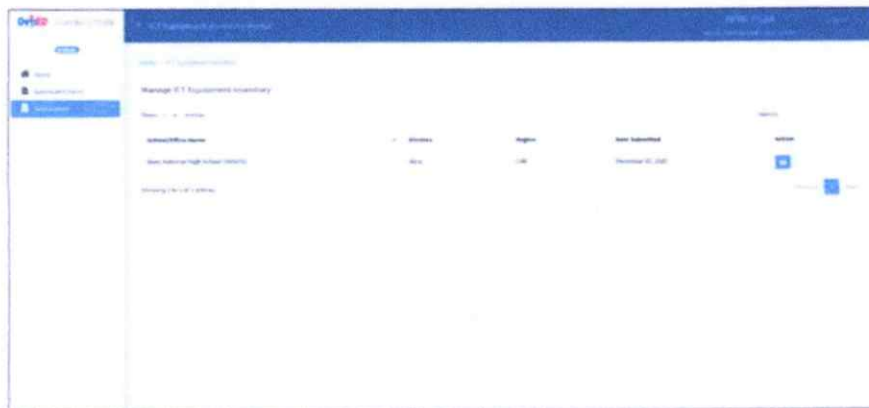
Confirm Submission



**Confirm Submission:** Prompts you to review all fields for accuracy. It also notifies you if an existing submission is present and provides the option to replace it.



Submissions





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Submissions

School/Office Name	Division	Region	Date Submitted	Action
Bazy National High School (202076)	Abra	CAR	December 02, 2025	

Submitted inventories can be viewed on the Submissions page. SDOs can view submissions from schools under them.

View Submission

Open and view submitted inventory data.



Region	Unit	Division	Office
Abra	Virac	Region V	San Roque, Virac, Catanduanes
Division Office	Virac	Region V	San Roque, Virac, Catanduanes

SCHOOL/OFFICE PROFILE	
Organization Code	00000
Region Office	Region V
Unit	Virac, Abra
School/Office	San Roque, Virac, Catanduanes
School Name	San Roque National High School
School ID	00000
Province	Abra
City/Municipality	Virac
Language in Instruction	English
Language	English
Year	2025