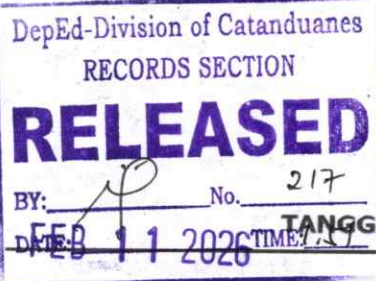




Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES



February 11, 2026

DIVISION MEMORANDUM

No. 217 s. 2026

ADDENDUM TO DM NO. 17 & 134 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 relation to the scheduled validation and uploading of the accomplished ICT Equipment Inventory in the Learner Information System (LIS) portal (<https://lis.deped.gov.ph>), the following schedules shall be observed:

Date	Activity	Personnel In-charge	Mode of Validation
February 19, 20 & 21 (Saturday), 2026	Validation and uploading of the accomplished ICT Equipment Inventory at the ICT Unit Office for Zone 1 (Virac & San Andres) and Zone 3 (Viga, Panganiban, Bagamanoc)	School ICT Coordinator and any one (1) of the following: • School Head • Administrative Officer II • Property Custodian	Face-to-face: ICT Unit Office Online: MS Teams - https://tinyurl.com/OnlineMeetingICTEquipment26
February 26, 27 & 28 (Saturday), 2026	Validation and uploading of the accomplished ICT Equipment Inventory at the ICT Unit Office for Zone 2 (Bato, Baras, San Miguel, Gigmoto) and Zone 4 (Caramoran & Pandan)	School ICT Coordinator and any one (1) of the following: • School Head • Administrative Officer II • Property Custodian	Face-to-face: ICT Unit Office Online: MS Teams - https://tinyurl.com/OnlineMeetingICTEquipment26

2. To avoid delays during the validation process, please be guided by the enclosed instructions for completing the ICT Equipment Inventory per sheet tab that were discussed during the orientation and ensure that you bring the following supporting documents:

- Form 1 and Form 2 for ICT packages (refer to the attached sheet)
- Delivery Receipt (DR), Inventory Custodian Slip (ICS), etc.
- Documents supporting lost, damaged, or disposed items
- Internet billing statement
- Other relevant supporting documents



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3. Travel and other expenses related to this activity shall be charged against school MOOE, subject to existing accounting and auditing rules and regulations. For the activities that falls on Saturday (February 21 & 28, 2026), participants are entitled to one(1) day service credits per CSC & DBM Joint Circular No. 2 s. 2014. Other provisions in the previous memo remain the same.

4. Queries and technical assistance may be sought at the ICTU Office or through email at ictunit.ctd@deped.gov.ph and MS Teams app for School ICT Coordinators.

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


MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

OSDS/ICTU/jbm 2/11/2026



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Enclosure 1 of DM No. _____ s. 2026

INSTRUCTIONS FOR COMPLETING THE ICT EQUIPMENT INVENTORY FORM

ICT Equipment Inventory Form	In-charge
<p>Check if the DCP PSF ICT Inventory Template is updated. It must be downloaded from the LIS using the focal person account. <i>(Edit the template using the MS 365 Excel to avoid issues in uploading the template in the LIS)</i></p> <p>DCP PSF ICT Inventory Template ver. 1.14 Tuesday, January 27, 2026 at 2:00:00 PM</p>	School ICT Coordinator, School Head, Administrative Officer II, Property Custodian
<p>Please read the Read Me Guide, List of Acronyms & Referential Data tabs before providing data in the Stakeholders Profile, Personnel, Equipment, Internet Connectivity, ISP Account, ISP Speed Test Results, ISP Subscription Cost.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Read Me Guide</p> <p>Legend:</p> <ul style="list-style-type: none"> - Protected Column Header - Protected Tab (modifiable by authorized users only) - Protected Cell (modifiable by authorized users only) Option 1 - Dropdown Menu - Checkbox Option </div>	School ICT Coordinator, School Head, Administrative Officer II, Property Custodian

INSTRUCTIONS FOR COMPLETING THE ICT EQUIPMENT INVENTORY FORM

ICT Equipment Inventory Form	In-charge
<p>Stakeholder's Profile Tab: For the PSGC code refer to https://psa.gov.ph/classification/psgc - get the 10 digit code of the Barangay where the school is located</p>	School ICT Coordinator, School Head, Administrative Officer II, Property Custodian
<p>Personnel Tab: Coordinate with the Admin Officer-II, School Head (SDO HRM Office) for the accurate data per employee.</p> <p>Integrated Schools will use one template only (ES, JHS & SHS)</p> <p>For the arrangement of Name of Employee it should be alphabetically arranged starting with the last name: *From School Head, Non-Teaching Personnel, Teachers (ES, JHS, SHS)</p>	School ICT Coordinator, School Head, Administrative Officer II, Property Custodian
<p>Equipment Tab: Please prepare the Delivery Receipt(DR), Property Acknowledgement Receipt(PAR), Inventory Custodian(ICS), Inspection & Acceptance Report(IAR) & other relevant document. Coordinate with the property custodian (SDO Supply Officer) and finance officer (Accounting Section) for the right/accurate entries of properties.</p>	School ICT Coordinator, School Head, Administrative Officer II, Property Custodian



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INSTRUCTIONS FOR COMPLETING THE ICT EQUIPMENT INVENTORY FORM

ICT Equipment Inventory Form	In-charge
<p>Internet Connectivity, ISP Account, ISP Speed Test Results & ISP Subscription Cost Tabs:</p> <p>Please refer to the billing statement for the correct amount of subscription before filling-up the template.</p> <p>Include if the school has a device (starlink) donation from private individuals and if the school is DICT Wifi for all recipient.</p> <p>Do not include internet subscription if the payment of internet expenses is personal.</p> <p>For the speedtest - pls use Speedtest by Ookla- type in the URL: www.speedtest.net</p>	<p>School ICT Coordinator, School Head, Administrative Officer II, Property Custodian</p>
<p>PLEASE BE GUIDED WITH THE ABOVE INSTRUCTIONS TO AVOID ISSUES AND DELAY IN THE COMPLETION AND UPLOADING OF ICT EQUIPMENT INVENTORY TEMPLATE IN THE LIS. THANK YOU!</p>	

