DepEd Division of Catanduanes
RECORDS SECTION
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

19 November 2026

DIVISION MEMORANDUM
No. 1177 s. 2026

LAPTOPS FOR TEACHERS(L4T) DELIVERY PRIORITIZATION, RECIPIENT LIST REVIEW WITH DIVISION INFORMATION TECHNOLOGY OFFICER(DITO) APPROVAL, AND EXTENSION OF SUBMISSION DEADLINE

To : Assistant Schools Division Superintendent
Chief Education Program Supervisors-CID and SGOD
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
District/School ICT Coordinators
School Property Custodians
Teachers
All Others Concerned

1. This Office disseminates the attached **OUICT-MEM-111826-01-1**, titled *"Laptops for Teachers (L4T) Delivery Prioritization, Recipient List Review with Division Information Technology Officer (DITO) Approval, and Extension of Submission Deadline,"* dated November 18, 2026, which provides supplemental guidelines to **OUICT-MEM-1-110626-01-1**, titled *"Guidelines on the Selection of Laptops for Teachers (L4T) Recipients under DCP FY 2025C and FY 2026,"* dated November 6, 2026.

2. All School Heads, in coordination with their School Property Custodians and School ICT Coordinators, shall ensure the accuracy and completeness of their school data in the **Teacher Assignment for Laptop Allocation (TALA) System**, including the completion of teacher account confirmation and other applicable requirements. Refer to the attached procedures in Annex A- TALA Account Confirmation & Annex B-TALA Recipient list review)

3. For Division monitoring and processing of requests requiring approval by the Division Information Technology Officer (DITO) related to TALA, all schools shall accomplish and regularly update the official SDO TALA Monitoring Template available in the Teams group of School ICT Coordinators. Schools with Microsoft 365 account concerns affecting TALA completion shall likewise accomplish the SDO Microsoft 365 Account Issues Template available in the same Teams group.

4. To provide technical assistance on TALA completion and related Microsoft 365 account concerns, the **SDO Information and Communications Technology Unit (SDO-ICTU)** shall conduct an **Online Technical Assistance Session on Friday, November 20, 2026, from 2:00 p.m. to 4:00 p.m.** School Heads, School Property Custodians, and

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School ICT Coordinators are requested to participate. The meeting link shall be provided through the School ICT Coordinators.

5. Participants are advised to have their updated TALA records, teacher roster, SDO TALA Monitoring Template, and indicated already in the Microsoft 365 Account Issues Template, when applicable, readily available during the session.

6. Consistent with the attached supplemental guidelines, concerned schools shall complete all applicable TALA requirements **on or before November 23, 2026**.

7. The attached Central Office issuance shall form an integral part of this Memorandum.

8. For queries, clarifications, and technical assistance, please contact the **ICT Unit Office** through **ictunit.ctd@deped.gov.ph** or through the designated Microsoft Teams platform for ICT Coordinators.

9. Immediate and widest dissemination of and strict compliance with this Memorandum are hereby directed.

By Authority of the OIC-Schools Division Superintendent:

ATTY. NORLITO JR. P. AGUNDAY
Attorney III – Legal Officer
Officer-In-Charge

OSDS/ICTU/jbm 11/19/2026

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MEMORANDUM
OUICT-MEM-111826-01-1

TO : **REGIONAL DIRECTORS**
REGIONAL INFORMATION TECHNOLOGY OFFICERS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION TECHNOLOGY OFFICERS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **ATTY. MARCELINO G. VELOSO III**
Undersecretary for Information & Communications Technology

SUBJECT : **LAPTOPS FOR TEACHERS (L4T) DELIVERY PRIORITIZATION, RECIPIENT LIST REVIEW WITH DIVISION INFORMATION TECHNOLOGY OFFICER (DITO) APPROVAL, AND EXTENSION OF SUBMISSION DEADLINE**

DATE : **November 18, 2026**

1. Purpose and Coverage

   1.1. This supplements *Memorandum OUICT-MEM-110626-01-1* titled, *Guidelines on the Selection of Laptops for Teachers (L4T) Recipients under DCP FY 2025C and FY 2026* ("Selection Guidelines"), issued on November 6, 2026.

   1.2. As provided in the Selection Guidelines, the *Teacher Assignment for Laptop Allocation* (TALA) system, which is accessible at tala.deped.gov.ph, serves as the platform for School Heads to prepare, record, certify, and finalize the recipient lists for the Laptops for Teachers (L4T) initiative under the DepEd Computerization Program (DCP).

   1.3. This Memorandum elaborates on the account and recipient list preparations that will be used as the basis to determine school readiness for the scheduling and delivery of laptops.

2. Account Confirmation in TALA.

   2.1. All teachers who have been issued a Department of Education (DepEd) email account shall maintain the same with multifactor authentication enabled.

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2.2. *Account Confirmation*, as illustrated in Annex A, enables teachers to confirm their roster entries using their individual DepEd accounts.

2.2.1. Each school's confirmation rate shall be the percentage of teachers with completed and confirmed submissions divided by the number of teachers on the school's verified roster.

2.2.2. Schools with higher confirmation rates shall receive priority in delivery approval and earlier delivery schedules, subject to logistical readiness.

2.2.3. Teachers must complete *Account Confirmation* using their DepEd email accounts, as recorded in the TALA system.

2.3. The School Head must verify and correct inaccurate roster details before teachers confirm their accounts. The School Head must:

2.3.1. Visit tala.deped.gov.ph;

2.3.2. Verify each teacher's correct account;

2.3.3. Open the teacher's record on the "**Teachers**" page;

2.3.4. Select "**Edit**";

2.3.5. Update "**Official work email or username**";

2.3.6. Click "**Save**"; and

2.3.7. Inform all teachers to sign in and confirm their records.

2.4. Teachers must:

2.4.1. Visit tala.deped.gov.ph;

2.4.2. Select "**Confirm my DepEd account**";

2.4.3. Sign in using their own individual DepEd account recorded on the school roster;

2.4.4. After checking their name, school, and account, select "**This is my record**";

2.4.5. Missing or incorrect records must be referred to the School Head before confirmation; and

2.4.6. After an account change, the teacher must confirm again.

2.5. *Transitory Provision.* For schools that have already received the laptops:

2.5.1. *Not yet issued to teachers*: School Heads must ensure that selected recipients complete Account Confirmation in TALA before individual issuance and prior to November 23, 2026.

2.5.2. *Already issued to teachers*: Recipients must complete Account Confirmation and meet the account security requirements by November 23, 2026. School Heads must notify them, arrange

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Division Information Technology Officer (DITO) assistance where needed, and monitor compliance in TALA.

3. **Recipient List Review**

3.1. The *Recipient List Review* feature allows each school to request a one (1)-time revision of its submitted recipient list to ensure its compliance with the Selection Guidelines, subject to DITO permission and final approval.

3.1.1. All revisions must follow the eligibility requirements, order of priority, selection procedures, and allocation limits prescribed in the Selection Guidelines.

3.1.2. Correctable errors include misapplication of the order of priority and the inclusion of teachers who have retired or are otherwise ineligible.

3.2. The following process, illustrated in Annex B, applies:

3.2.1. **Request.** The School Head requests permission in TALA and explains the error.

3.2.2. **Permission.** The DITO grants or denies the request and records the reason. DITOs may authorize revisions only for schools within their division.

3.2.3. **Revision and certification.** The School Head reviews records with the School Property Custodian, corrects the error/s (e.g., recipients and ranked alternates), and submits a fresh certification. The same eligibility, priority, selection, and allocation rules stated in the Selection Guidelines apply.

3.2.4. **Submission.** A successful submission of the revised recipient list locks the list against further edits, pending DITO review. Permission alone, drafts, and failed attempts do not count.

3.2.5. **DITO review.**

3.2.5.1. The DITO approves the submission or returns it with correction instructions. Returning it allows the school to correct, freshly certify, and resubmit the list within the same revision request.

3.2.5.2. Each successful resubmission locks the list again for DITO review.

3.2.5.3. If the DITO denies the request, the original submission remains.

3.2.6. **Final approval.** DITO approval makes the revised list effective, closes the request, and keeps the list locked.

3.3. Before any change is finalized, affected teachers must be informed by the School Head of the proposed change and its reason, and given an

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opportunity to clarify their records. Any revision must follow the Selection Guidelines.

3.4. The DITO is accountable for allowing the revision and approving the revised submission. The School Heads who fail to comply, or who certify inaccurate lists or lists that are not compliant with the Selection Guidelines shall be subject to appropriate administrative actions.

3.5. TALA preserves the original submission, submitted revisions, certifications, reasons for decisions, and approval history.

3.6. Replacements for teachers who decline or become ineligible must be chosen in accordance with Section 5.5 of the Selection Guidelines and the recorded ranked alternates.

3.7. The Information and Communications Technology Service (ICTS), through its Technology Infrastructure Division (TID), shall verify compliance and approve deliveries in the designated scheduling platform. The Supplier shall commence delivery only upon this approval.

4. **Deadline and Implementation**

4.1. The deadline under Section 5.3.1 of the Selection Guidelines is extended from November 15, 2026 to November 23, 2026. This covers submissions of revised lists, resubmission of lists returned by DITOs, and issuance of final DITO approval.

4.2. Revised lists require final DITO approval before laptop issuance. Thus, DITOs are directed to act promptly to allow schools to comply with any required revisions or comments.

4.3. Schools that have already submitted must check account compliance and address selection errors through the applicable procedures above.

4.4. Schools that have already received their laptop allocations must also comply by November 23, 2026.

4.5. All other provisions of the Selection Guidelines continue to apply. For questions, contact icts.tid@deped.gov.ph.

4.6. For strict compliance.

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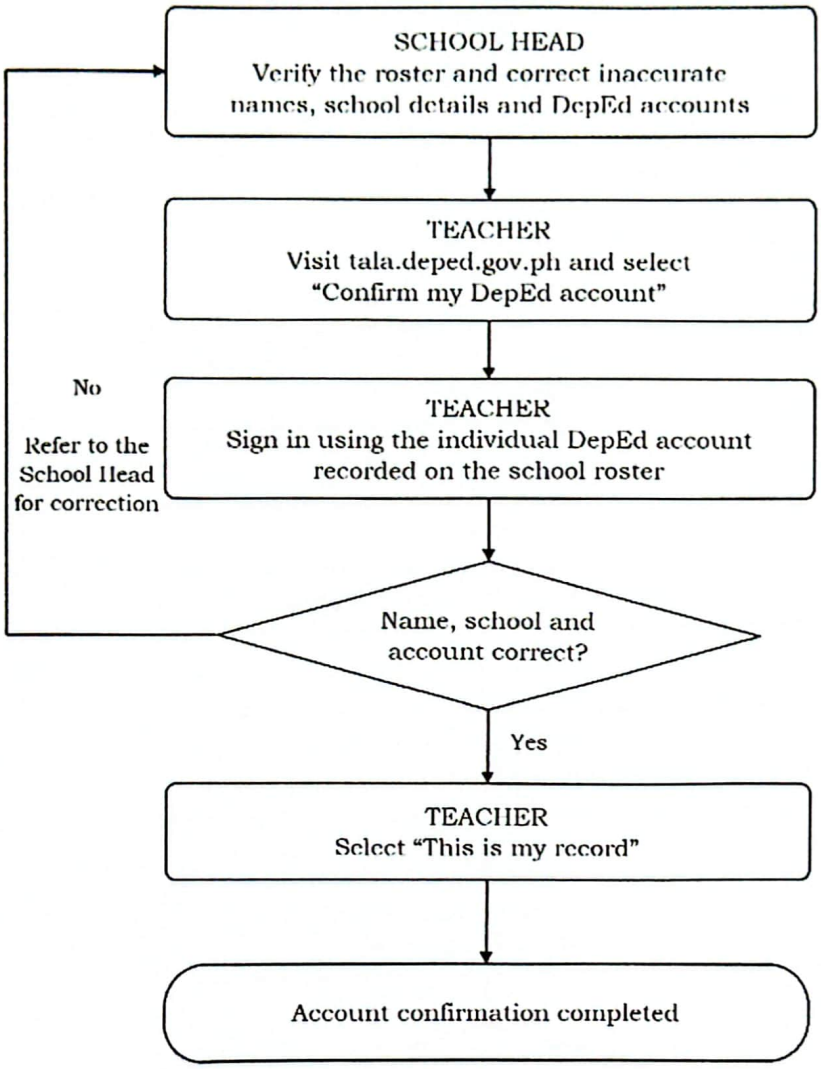
Annex A: TALA Account Confirmation



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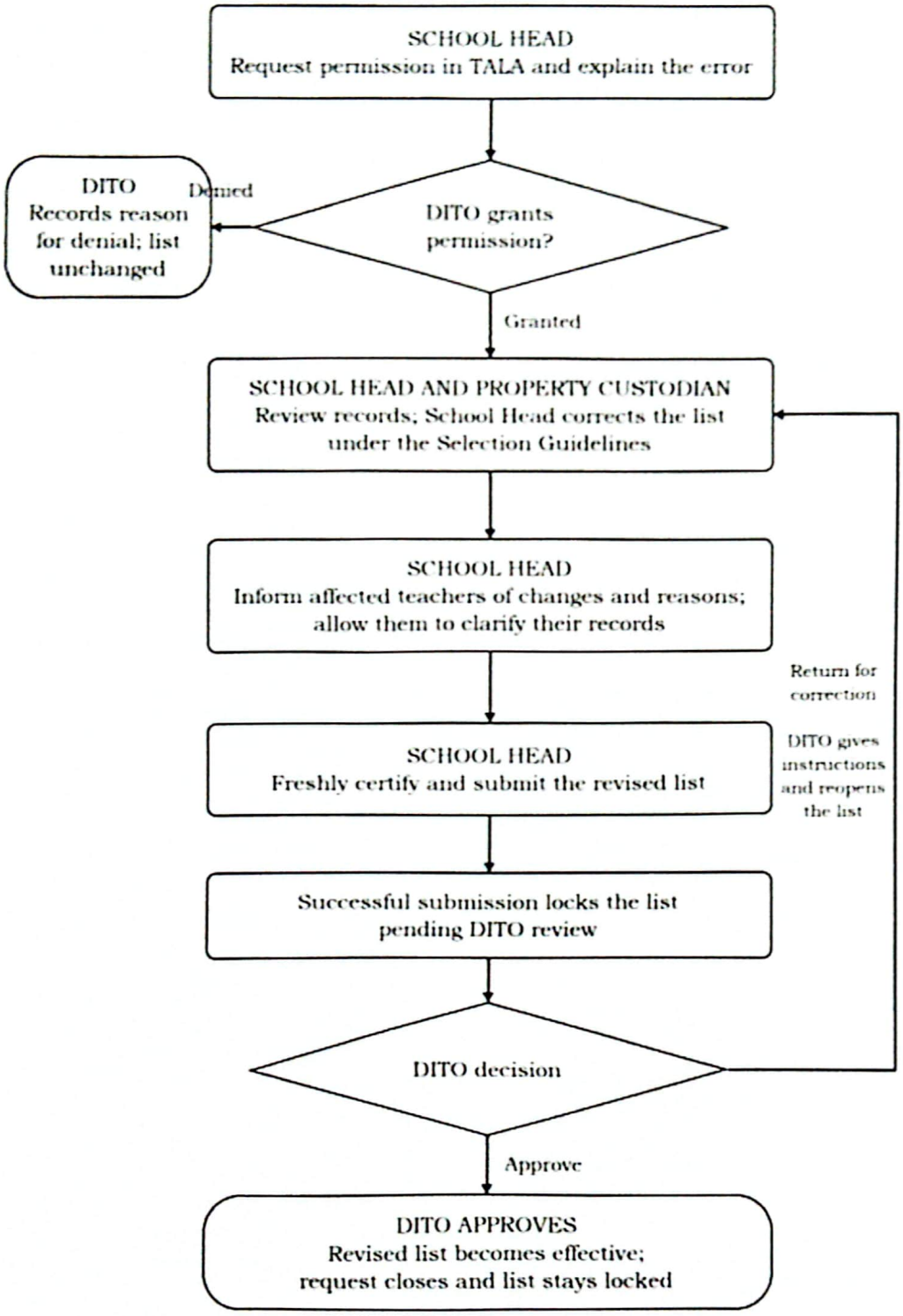
Annex B: TALA Recipient list review



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