



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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22 Dec 2025

**DIVISION MEMORANDUM**

No. **169**, s. 2025

**GUIDE FOR SCHOOLHEADS AND SYSTEM ADMINISTRATORS ON THE USE OF  
DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL**

To: Public Schools District Supervisors  
Schools Principals and School Heads  
Schools Information and Communication Technology Coordinators  
All other concerned

1. This is to inform all concerned personnel that the creation of account for school access of the DepEd Computerization Program (DCP) Portal will be school based using the school head's admin account. To do so, please refer to the attached guide for school heads and system administrators, you can access the said guide by scanning the QR Code or using the link provided below.

<https://bit.ly/DCPPortalGuideline>



2. If you have any questions or clarification, you may contact Mr. Roy J. Detoyato on his phone number 09990360821.

3. For strict compliance of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e  
Reference: As stated



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

**PROGRAMS**

Irma May G. Dinasas/OSDS/DM – guide for schoolheads and system administrators  
on the use of deped computerization program (dcp) portal  
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