



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

27 Jan 2026

DIVISION MEMORANDUM

No. **010** , s. 2026

**CONDUCT OF REORIENTATION ON THE DEPED COMPUTERIZATION
PROGRAM (DCP) INVENTORY TEMPLATE FOR ICT EQUIPMENT**

To: Schools Property Custodians
Schools Information and Communication Technology Coordinators
All other concerned

1. This is to inform you that on February 2, 2026, from 9:00 A.M. to 12:00 P.M., the Information and Communications Technology Unit (ICTU) of this division will conduct a reorientation on the use of the DCP Inventory Template. This orientation will cover the access to DCP Portal from within LIS, Creation of Accounts, Downloading of Inventory Template, encoding, submitting, and uploading of the template in the DCP Portal.
2. Participants in this activity will be the ICT Coordinators and the Schools Property Custodians.
3. Your presence and active participation in this activity are highly encouraged to ensure thorough and effective implementation of the ICT Inventory. The result of this inventory will be used to determine the succeeding DCP allocation in your school.
4. You may join using this link <https://bit.ly/DCPPortalGuide>.
5. If you have any questions or clarification regarding this memorandum, feel free to contact Mr. Roy J. Detoyato at his Phone Number – 09990360821.
6. For immediate dissemination and guidance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph



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INVENTORY
ORIENTATION
PROGRAMS

Irma May G. Dinasas/OSDS/DM – conduct of reorientation on the deped computerization
program (dcp) inventory template for ict equipment
0082/January 27, 2026