



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

January 22, 2026

SCHOOLS DIVISION MEMORANDUM

No. 025, s. 2026

SUBMISSION OF PERSONNEL AND IT EQUIPMENT INVENTORY, INTERNET SERVICE PROVIDERS, AND SPEED TEST RESULTS IN PUBLIC SCHOOLS

To: Public School Heads
Information Technology Officer I
Administrative Officer IV – Supply Unit
Administrative Officer IV – Personnel Unit
School ICT Coordinator
School Administrative Officer II
All Others Concerned

1. In reference to the DepEd Memorandum titled Revised Guidelines on the Utilization of the DepEd Computerization Program – Program Support Fund (DCP-PSF) for Inventory, Maintenance, and Modernization, all public schools are hereby directed to conduct and complete the *personnel and IT equipment inventory, internet service providers, and speed test results* in respective schools.
2. The prescribed template has been disseminated to all ICT Coordinators and may also be downloaded through the LIS (DCP Portal) account of each public school.
3. The accomplished inventory report shall be submitted through LIS (DCP Portal) and the hard copy shall be submitted to the SDO ICT Unit on or before January 30, 2026.
4. All concerned personnel are advised to ensure the accuracy and completeness of the data reflected in the inventory report to facilitate proper monitoring, management, and planning of ICT resources.
5. Immediate and strict compliance with this memorandum is expected.




JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent ✓



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