**ICT EQUIPMENT INVENTORY REPORT FOR DATA-DRIVEN DECISION MAKING**

**School:**

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| **ICT Inventory Template** | | | | | |
| Equipment  (indicate if package) | Qty | Utilization | Person responsible/ Issued to | Source of Fund (MOOE/PTA/Central Office / LGU Funded / Donation, etc.) | Year Acquired |
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Prepared by: Concurred by:  
 School Head

Example:

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| **ICT Inventory Template** | | | | | |
| Equipment  (indicate if package or individual) | Qty | Utilization | Person responsible/ Issued to | Source of Fund (MOOE/PTA/Central Office / LGU Funded / Donation, etc.) | Year Acquired |
| DCP package batch 35, thin clients | 42 | Teaching and learning | Juan de la Cruz | Central Office | 2018 |
| Laptop | 1 | Teaching and learning | John Tomas | PTA | 2020 |
| Desktop | 2 | Admin task | Mark Samson/ Leo Rios | DONATION | 2019 |
| LCD Project | 5 | Teaching and Learning | Richard Simon | DIVISION OFFICE FUNDED | 2018 |
| Laptop | 2 | Teaching and Learning/ Admin Task | Mercy Luis/Jane Manzano | MOOE | 2017 |

**Note:** separate equipment per year acquired