



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 19, 2026

DIVISION MEMORANDUM

No.: **045-2026**

ORIENTATION ON THE ACCOMPLISHMENT AND UPLOADING OF THE DCP PROGRAM SUPPORT FUND (PSF) ICT EQUIPMENT INVENTORY SCHOOL TEMPLATE

To: All Public Schools District Supervisors
All School Heads
All School Administrative Officers
All School ICT Coordinators
All School Property Custodians
All School Project Development Officers
All Others Concerned

1. In line with the Department's goal of maintaining an accurate and up-to-date database of digital assets for proper maintenance and future procurement, and to ensure the availability of accurate and up-to-date records of Information and Communication Technology (ICT) equipment, this Office will be conducting an **Online Meeting on January 21, 2026 at 3:00PM to 5:00 PM via Zoom to discuss the implementation of the DCP ICT Equipment Inventory.**

Zoom Link: <https://tinyurl.com/DCP-Inventory-Orientation>
Meeting ID: 857 3507 7418
Passcode: 4FF960



2. This online orientation will discuss the following key points:
 - a. How to access and download the **DCP PSF ICT Inventory Template (School).**
 - b. How to accomplish the template accurately and completely.
 - c. How and where to submit the accomplished template for verification.
3. To ensure the integrity and completeness of the submitted data, the Division ICT Unit will conduct monitoring and validation of ICT inventories across all schools through online or on-site visit.
4. The participants to this online orientation are as follows:
 - a. School Heads
 - b. School Administrative Officers
 - c. School Property Custodians / Supply Officers
 - d. School ICT Coordinators
 - e. School Project Development Officers
5. Immediate dissemination and strict compliance with this Memorandum are desired.

SORAYA T. FACULO PhD CESO V
Schools Division Superintendent

By Authority of the Schools Division Superintendent

CARMEL F. MERIS
Officer-in-Charge
Office of the ASDS

