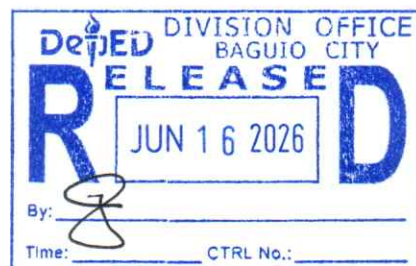




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 15, 2026

DIVISION MEMORANDUM

No. **396-2026**

**2025-2026 SUBMISSION OF DEPED COMPUTERIZATION PROGRAM (DCP)
EQUIPMENT AND CONNECTIVITY VALIDATION, RECEIPT CONFIRMATION,
FEEDBACK AND PHOTO DOCUMENTATION OF SCHOOLS**

To: All Public Schools Heads
School ICT Coordinators
School Administrative Officer II
School Property Custodian
Others Concerned

1. In compliance with the unnumbered Memorandum issued by the Department of Education Central Office dated June 9, 2026, entitled "2025–2026 Submission of DepEd Computerization Program (DCP) Equipment and Connectivity Validation, Receipt Confirmation, Feedback, and Photo Documentation," **all recipient public schools are directed to submit the required reports and supporting documents to be uploaded on or before Wednesday, 17 June 2026.**
2. This shall cover schools included in the distribution for **DCP laptops and smart TVs delivered in 2025.**
3. The following provisions of the aforementioned memorandum are hereby reiterated:

a. Learner Media and Data Privacy

a.1. All documentation under this Memorandum shall comply with Memorandum OM-OUOPS-2024-05-03942, titled Guidance on Posting Learners' Images or Data Postings on Social Media, dated 15 May 2024 (OUOPS Memorandum dated 15 May 2024).

a.2. Consistent with the OUOPS Memorandum dated 15 May 2024, the posting or sharing of learners' images, videos, personal information, or other learner data on social media or public platforms is strictly regulated to protect learner safety, dignity, and digital privacy. Prior written parental or guardian consent, and applicable learner consent or participation, in accordance with OUOPS Memorandum dated 15 May 2024, shall be secured before any learner image, video, or data is used for public posting or social media purposes.

a.3. **As a rule, photos and videos submitted under this Memorandum shall focus on equipment, school personnel recipients or custodians, deployment locations, connectivity devices, and speed test results. Learners, minors, bystanders, visitors, and other unnecessary persons shall not be included.**

a.4. If learners, minors, bystanders, or unnecessary persons are accidentally captured, the school shall retake the photo or blur, crop, redact, or otherwise anonymize the image before upload or public use.



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Telephone No.: (074) 665-1231

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b. Updating of Equipment Details in the DCP Portal

b.1. Each school shall update and verify all required equipment details in the DCP Portal.

b.2. The School Head, Planning Officer, Supply Officer, ICT Coordinator, Property Custodian, or other authorized school personnel **shall ensure that the following are complete, accurate, and consistent with actual school records:**

- b.2.1. school name and school ID;
- b.2.2. region and schools division office;
- b.2.3. equipment type;
- b.2.4. brand and model;
- b.2.5. serial number;
- b.2.6. property number or asset tag, if available;
- b.2.7. date of receipt;
- b.2.8. current condition;
- b.2.9. deployment location;
- b.2.10. name of the actual recipient, assigned user, accountable custodian, or authorized school representative; and
- b.2.11. DepEd email address (and if unissued / inaccessible, personal email address)

c. **For laptops**, the name / email address / employee number in the DCP Portal must match the actual teacher or personnel recipient.

d. **For smart TVs**, the name in the DCP Portal must match the accountable custodian or authorized school representative responsible for the unit.

e. Laptop Group Photos

e.1. Each school **shall upload group photos showing laptop recipients holding their or be in the act of using their assigned laptop units.**

e.2. These group photos are required validation and public accountability documents. By submission under this Memorandum, they shall be deemed public-facing by default and may be used by DepEd in official websites, social media posts, reports, presentations, press releases, and other public information materials without need of separate optional public-use consent, subject to the safeguards in this Memorandum.

e.3. Before taking and uploading the group photos, the School Head shall inform all personnel appearing in the photos that (**Annex B**):

- e.3.1. the photos will be used for official DCP validation, monitoring, audit, reporting, accountability, and public information purposes;
- e.3.2. the photos are deemed public-facing by default upon submission; and
- e.3.3. the photos may be posted or shared in official DepEd public information materials.

e.4. Only school personnel required for validation shall appear in the group photos. Learners, minors, bystanders, visitors, or unnecessary persons shall not be included.



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e.5. **The group photos file name shall follow this naming convention: <region>- <school-id>-<photo number>. Examples: NCR-305123-1, NCR-305123-2**

e.6. Schools with many laptop recipients may upload multiple group photos, provided that all recipients are clearly shown and identifiable for validation.

f. Individual Laptop Recipient Confirmation

Each laptop recipient shall personally accomplish the Individual Laptop Recipient Confirmation Form through:
[https://bit.ly/DCP-DELIVERIES SUBMISSIONOFMOVS LAPTOP](https://bit.ly/DCP-DELIVERIES_SUBMISSIONOFMOVS_LAPTOP)

The form shall collect the following:

- f.1. name of recipient;
- f.2. position/designation;
- f.3. school name and school ID;
- f.4. region and schools division office;
- f.5. date of receipt;
- f.6. laptop brand, model, and serial number;
- f.7. property number or asset tag, if available;
- f.8. confirmation that the laptop was received and is in good working condition;
- f.9. feedback on defects, usability, support needs, or other observations; and
- f.10. DepEd email address (and if unissued / inaccessible, personal email address).
- f.11. Each recipient shall upload photos showing:
 - f.11.1. the complete laptop unit;
 - f.11.2. the unit powered on and functioning;
 - f.11.13. the brand and model;
 - f.11.14. the serial number; and
 - f.11.15. the property number or asset tag, if available.
- f.12. Photos should primarily show the equipment with the recipient. Where the recipient appears in the photo, the image shall serve as visual confirmation of receipt, possession, or custody of the assigned laptop.

g. Smart TV Receipt Confirmation

- g.1. For each smart TV, the School Head, Property Custodian, Supply Officer, ICT Coordinator, or authorized school representative shall accomplish the Smart TV Receipt Confirmation Form through:
[https://bit.ly/DCP-DELIVERIES SUBMISSIONOFMOVS SMARTTV](https://bit.ly/DCP-DELIVERIES_SUBMISSIONOFMOVS_SMARTTV)
- g.2.1. school name and school ID;
 - g.2.2. region and schools division office;
 - g.2.3. name and designation of accountable custodian or authorized school representative;
 - g.2.4. date of receipt;



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- g.2.5. smart TV brand, model, and serial number;
- g.2.6. property number or asset tag, if available;
- g.2.7. assigned classroom, office, or deployment location;
- g.2.8. confirmation that the smart TV was received in good working condition and is deployed or available for use; and
- g.2.9. feedback on defects, usability, support needs, or other observations.

g.3. The authorized school representative shall upload photos showing:
g.3.1. the smart TV in its deployment location;

- g.3.2. the unit powered on and functioning;
- g.3.3. the brand and model;
- g.3.4. the serial number; and
- g.3.5. the property number or asset tag, if available.

g.4. Photos shall focus on the equipment and deployment setting. Learners, minors, bystanders, visitors, and unnecessary persons shall not be included.

4. All required files shall be through the designated Google Drive folder:
<https://tinyurl.com/DCP-SUBMISSIONOFMOVFILE>

5. Each school shall create a folder using its official school name under the correct regional folder. (ex. CAR_BAGUIO CITY HIGH SCHOOL)

5.1. The school folder shall contain the following subfolders, as applicable:

- 5.1.1. Laptop Group Photos;
- 5.1.2. Laptop Recipient Documentation; and
- 5.1.3. Smart TV Documentation.

5.2. **All uploaded files must be clear, readable, complete, and properly named.**

5.3. The Google Drive folder shall not be made public. Open links, public folders, and unrestricted sharing settings are not allowed. Access shall be limited to authorized DepEd personnel whose official functions require access.

6. The Individual Laptop Recipient Confirmation Form, Smart TV Receipt Confirmation Form, and Connectivity Implementation Confirmation **Form shall include (Annex A):**

- 6.1.1. a Privacy Notice;
- 6.1.2. a Mandatory Privacy Acknowledgment; and
- 6.1.3. a separate Optional Consent for Public Use of Identifiable Photos, Images, or Likeness, where applicable.

7. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU-vgc



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Annex A

Required Privacy Notice and Consent Text for the Online Forms

The following text shall be included in the Individual Laptop Recipient Confirmation Form, the Smart TV Receipt Confirmation Form, and the Connectivity Implementation Confirmation Form, with minor adjustments as needed.

A.1 Privacy Notice

Privacy Notice

1. The Department of Education will collect and process the information and files submitted in this form, including your name, position/designation, school, school ID, region, schools division office, equipment details, serial number, property number or asset tag if available, confirmation responses, uploaded photos, timestamps, email address or account identifier if enabled, and uploaded file metadata.
 2. If a submitted photo shows your face, image, or likeness, the photo will also be treated as personal information.
 3. The information and photos will be used for DCP equipment validation, inventory reconciliation, property accountability, audit, monitoring, reporting, correction of records, investigation of discrepancies, and related official government purposes.
 4. The information may be accessed by authorized DepEd Central Office, Regional Office, Schools Division Office, school, ICT, supply, property, planning, finance, audit, legal, records, and other personnel whose official functions require access.
 5. The information may also be disclosed to oversight, audit, investigative, or regulatory bodies when required or authorized by law, audit requirement, investigation, lawful order, or official government process.
 6. Uploaded files will not be made publicly accessible through unrestricted links or public folders.
 7. Public use of identifiable photos will require publication review, redaction when appropriate, and/or separate optional consent when required.
 8. The data will be kept only for as long as needed for official DCP validation, monitoring, audit, accountability, reporting, legal, archival, records management, or other authorized official purposes. After the applicable retention period, the data will be securely archived, deleted, disposed of, or anonymized.
 9. For privacy-related questions or requests, you may contact: dataprivacy.dpo@deped.gov.ph.
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A.2 Mandatory Privacy Acknowledgment

I acknowledge that I have read and understood the Privacy Notice. I understand that my information and uploaded documentation will be processed for official DCP validation, inventory reconciliation, property accountability, audit, monitoring,

reporting, correction of records, investigation of discrepancies, and related official government purposes.

A.3 Optional Consent for Public Use

I voluntarily consent to the Department of Education's use, publication, and sharing of my identifiable photo, image, or likeness in official DCP reports, websites, social media posts, presentations, press releases, and other official public information materials. I understand that this consent is optional. Refusal will not affect my receipt, use, custody, deployment, or validation of the equipment, or my employment status. I may withdraw this consent prospectively by contacting icts.tid@deped.gov.ph cc: dataprivacy.dpo@deped.gov.ph.

Annex B

School Head Certification for Group Photos

School Head Certification

I certify that all laptop recipients appearing in the uploaded group photos were informed that the photos will be used for official DCP validation, inventory, monitoring, audit, reporting, and accountability purposes.

I certify that the uploaded photos do not include students, minors, bystanders, visitors, or other persons not required for validation. If such persons were included, they were blurred, cropped out, or otherwise made not reasonably identifiable.

I understand that uploading group photos for validation does not automatically authorize the public posting or sharing of raw or unredacted photos showing identifiable personnel.

For public use of group photos, the school or office intending to publish the photo shall ensure that the identifiable personnel gave separate optional consent, or that the photo has been properly cropped, blurred, redacted, or anonymized.

Name of School Head: _____

School: _____

School ID: _____

Region: _____

Schools Division Office: _____

Date: _____

Signature: _____