



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

26 JAN 2026

DIVISION MEMORANDUM

No. 045 s. 2026

**ORIENTATION ON INFORMATION AND COMMUNICATIONS TECHNOLOGY EQUIPMENT
INVENTORY USING THE DEPED COMPUTERIZATION PROGRAM PORTAL**

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This Office, through the Information and Communications Technology Unit (ICTU) shall conduct an Orientation on Information and Communication Technology (ICT) Equipment Inventory using the DepEd Computerization Program Portal on January 26. 2026, at 1:00 pm via Microsoft Teams.
2. This activity aims to discuss the following:
 - a. Use of the ICT Equipment Inventory template;
 - b. Uploading and submission of the ICT Equipment Inventory Template;
 - c. Other related matters.
3. The participants in this activity are the District ICT Coordinator, Central School Administrative Officers, Secondary School Administrative Officers, Secondary School ICT Coordinator together with ICT Unit COS personnel.
4. Immediate dissemination of this Memorandum are enjoined.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: None
To be indicated in Perpetual Index
Under the following subjects:

ICT INVENTORY



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867