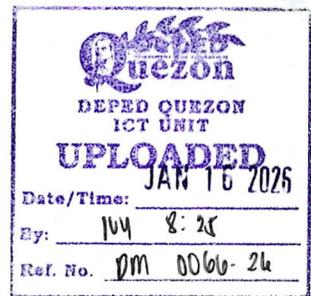




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 January 2026

DIVISION MEMORANDUM
DM No. 0066, s. 2026

DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL FOR SCHOOL HEADS

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools and District Supervisors
Elementary & Secondary Schools Heads
All Others Concerned

1. In line with the DepEd Computerization Program, all schools heads are advised to enroll their account to Learner Information System. This aims to streamline the reporting process and report the current ICT inventory, technical status and program implementation.
2. Attached is the step by step procedure for your reference. Deadline is on January 20, 2026.
3. Immediate dissemination and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

ICTwbp/1/14/2026

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL

2025 | GUIDE FOR SCHOOLHEADS & SYSTEM
ADMINISTRATORS

DepEd Computerization Portal (DCP) Portal Guide for School Heads and System Administrators

I. Purpose

This guide aims to provide School Heads and System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

II. Scope

This guide applies to all School Heads and Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.

NOTE:

This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.

How to navigate within this User Guide

For an easy reading experience, this User Guide uses the following format and icons to highlight important actions:

FORMAT/ICON	MEANING
Bold Text	Emphasizes important words or phrases.
Bold + Blue Text	Clickable links (e.g., websites, emails, or LMS locations).
Bold + Red Text	Indicates an action to be performed using a keyboard or mouse.
Parts in Red Boxes	Highlights specific areas of a screenshot for attention.

	Reference numbers or letters used to label parts within an object.
Cursor Icon ()	Shows where to click to access a link or perform an action.

I. INTRODUCTION

The **DepEd Computerization Program (DCP) Portal** serves as the central hub for monitoring and managing IT equipment and digital resources across all public schools. To maintain an organized and up-to-date national database, it is essential that the data provided by each school is both accurate and standardized.

This guide is designed to streamline the reporting process for **School Heads** and **Assigned System Administrators**. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

II. WHAT YOU NEED BEFORE YOU START

Before starting with the application, please ensure the following requirements are met to make navigating the DCP Portal easier:

A. Minimum Device Specification Requirements

- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

B. Additional Requirements

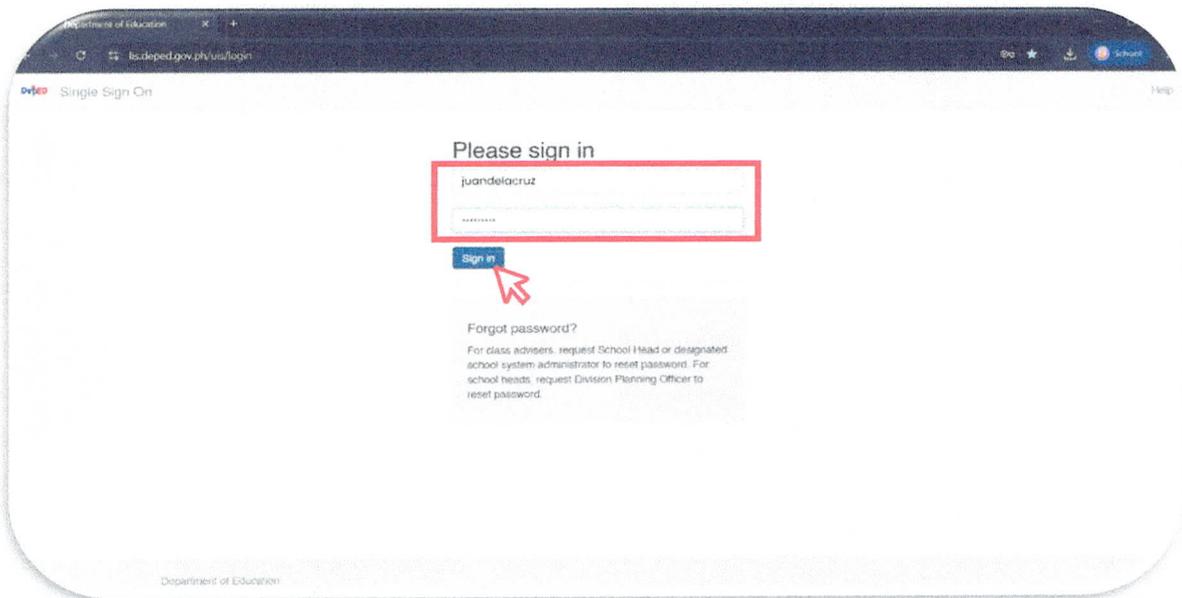
- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your **own** official DepEd email account (active and currently being used)

III. SCHOOL HEAD SIGN-IN AND ASSIGNMENT OF DCP ADMINISTRATORS

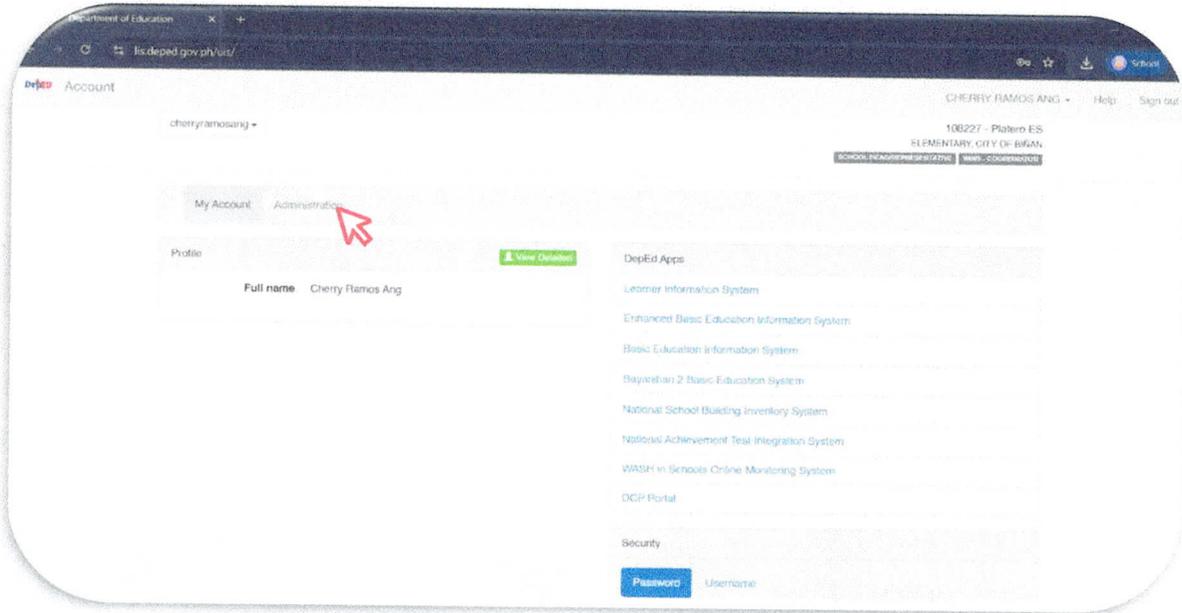
1. Open your preferred web browser (e.g., Chrome, Edge, Safari).
2. On the address bar, **type:** <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



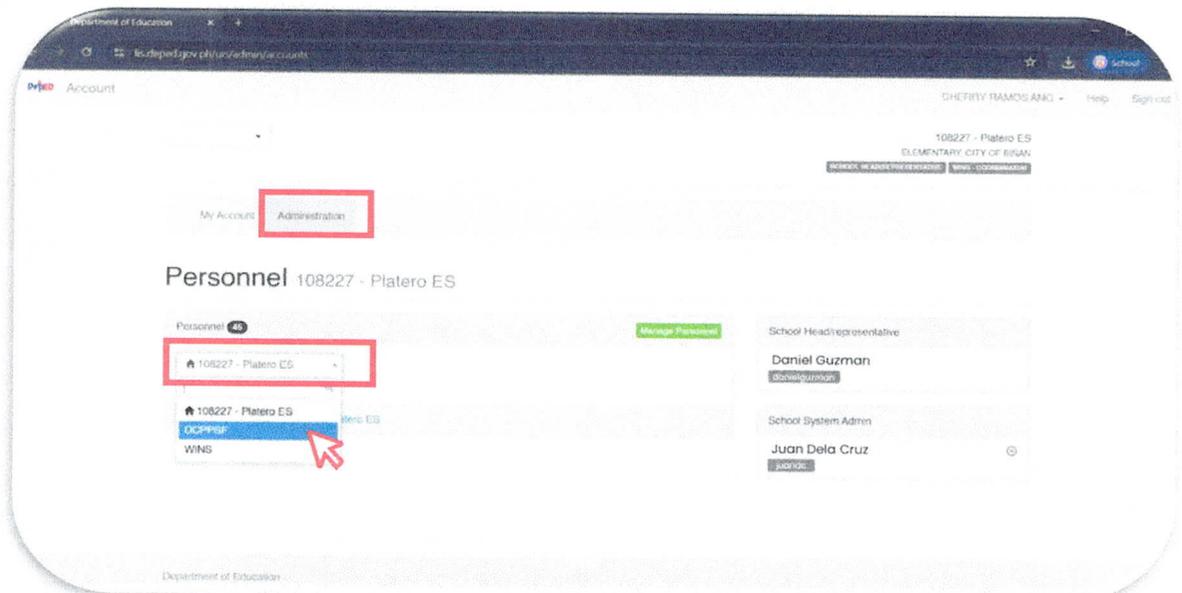
3. Upon reaching the **Log-in** page, you are required to **sign in** using your own **LIS account**.



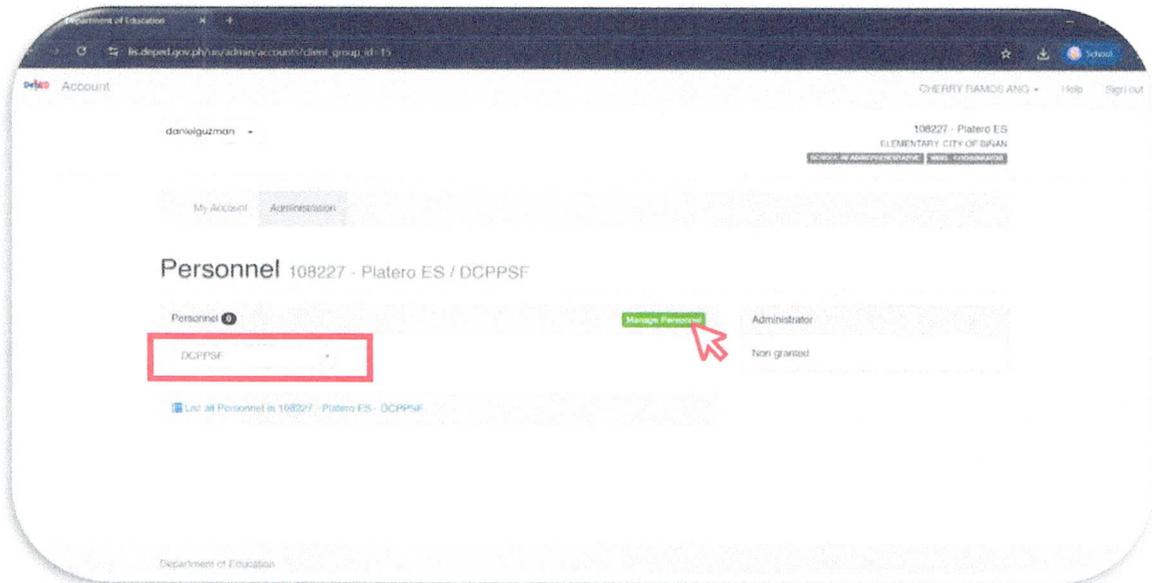
- After **signing-in** as **School Head**, **navigate** the “**Administration**” tab besides the **My Account** then **click**.



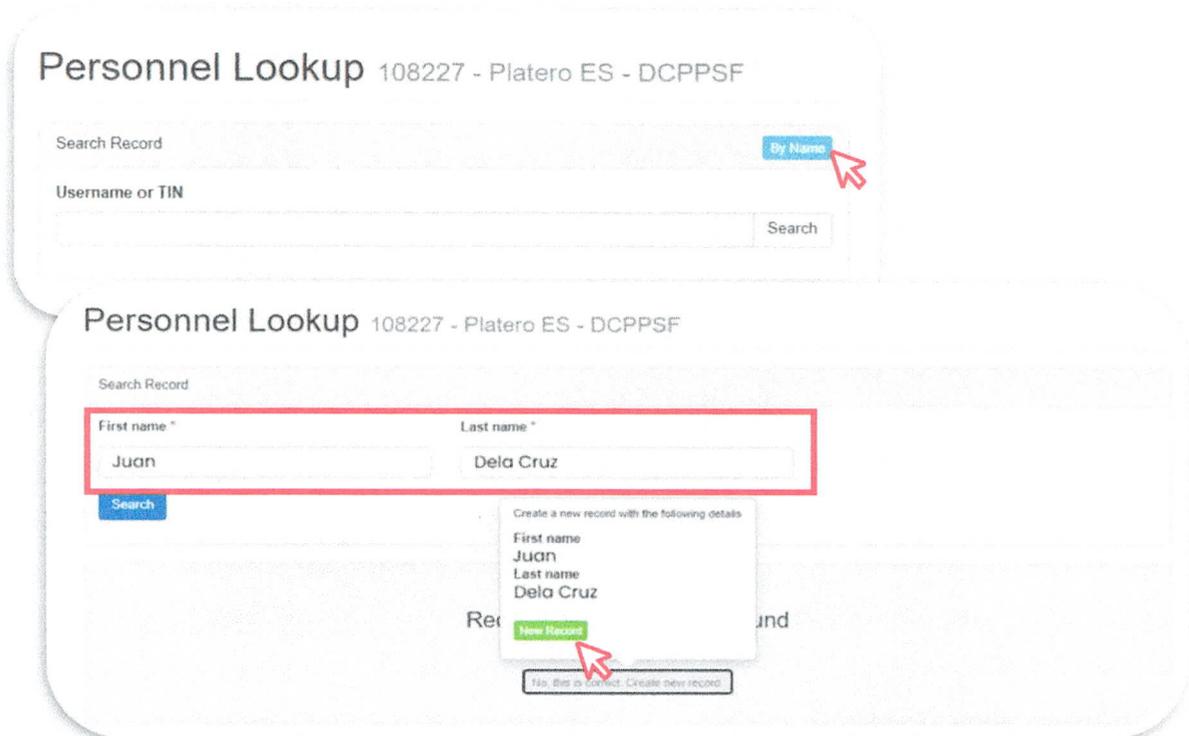
- When at the **Administration** tab, **hover** your mouse cursor onto the **dropdown bar** then **click**. Find among the choices the “**DCPPSF**” item then **click**.



6. You will then be redirected to the **DCPPSF** tab, **click** on **“Manage Personnel”**.



7. For creation of **new accounts**, **click** on **“By Name”**. **Type** in the **First and Last name** then **click** on **“New Record”**.



NOTE: For **Existing Accounts**, proceed on step **no. 11**.

- Type** in the required details, **click** on the **“create”** button once all information is **verified correct**.

New Personnel

First name *
Juan

Middle name *
Reyes

Last name *
Dela Cruz

Ext name

Gender *
Male

Birthdate *
01/28/1990

TIN *
567812345

Gsisbp no

Plantilla item no

Create

- Type** in your desired username, then **click** on **“Create Account”**.

Personnel record created

Personnel Info

Full name: Juan Dela Cruz
Gender: Male
Birthdate: 01/28/1990

View extended profile

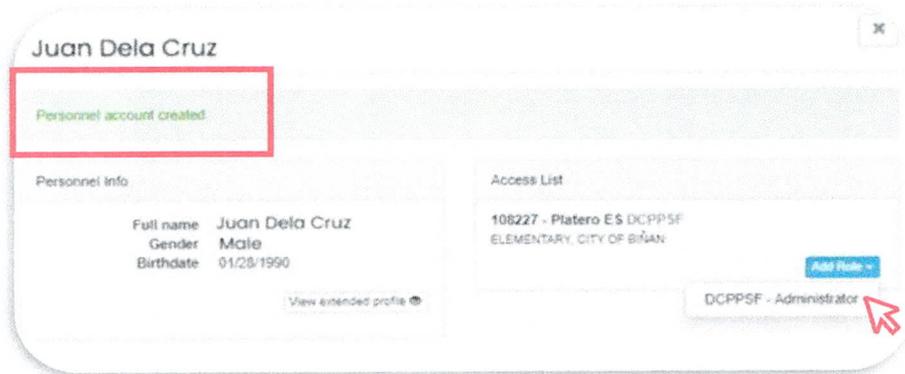
Create Account

Account is required to enable access control
Provide username to create an account for this personnel.

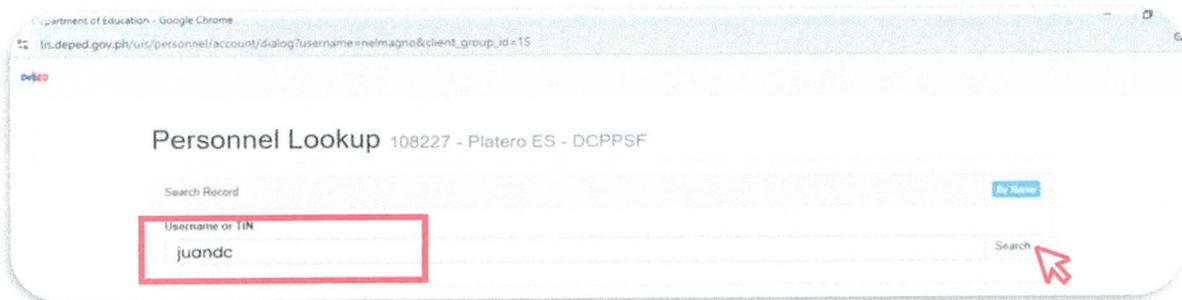
Username *
juan.delacruz@deped.gov.ph

Create Account

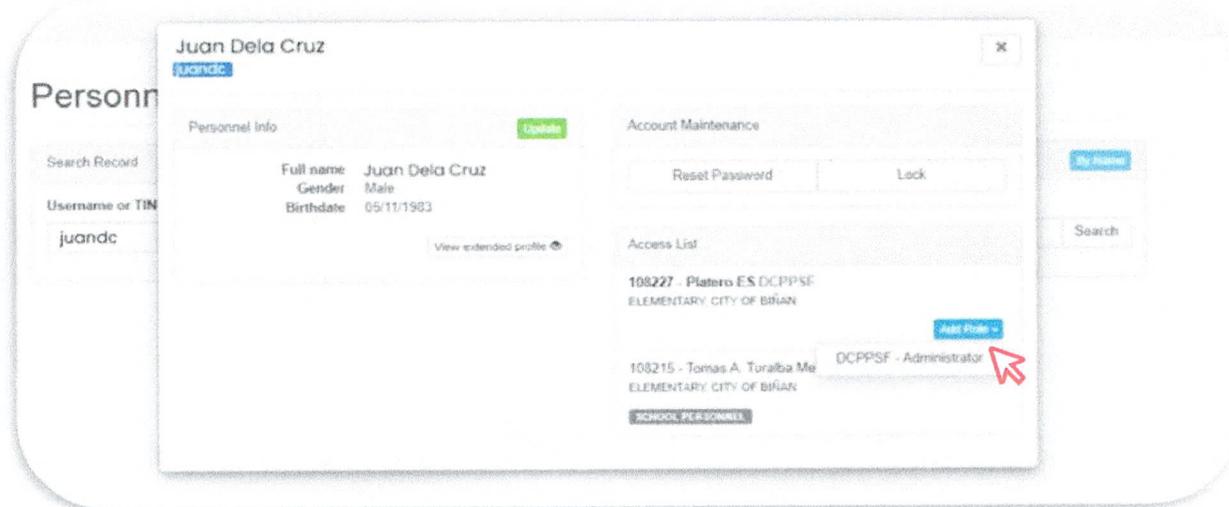
10. A **success message** will be displayed above. Then **hover** onto the “**Add Role**” dropdown bar then click. Once **dropdown** choice is **displayed**, **click** on “**DCPPSF – Administrator**” choice.



11. For **existing accounts**, **type** in **username/TIN** then **click search**.



- After **clicking** on “**Search**”, kindly **check** the information of your desired DPC Administrator. Click on “Add Role” dropdown bar and chose “DCPPSF - Administrator”.



- A **success** message will pop-up once **assignment** is successful.

