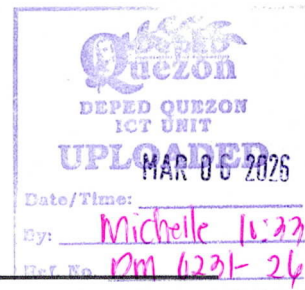




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



6 March 2026

**DIVISION MEMORANDUM**

No. 0231, s. 2026

**STATUS ON SUBMISSION OF DEPED COMPUTERIZATION PROGRAM (DCP) INVENTORY**

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

1. In connection to Division Memorandum No. 0137s. 2026 re: Submission and Technical Assistance on Accomplishing DCP Inventory School Template, this office would like to follow up the non-submission of DCP Inventory of the following schools. See attached enclosure.
2. As reference, the following link are used in accomplishing the DCP Inventory template.

Activity	Link	Deadline
• DCP PSF ICT School Inventory Template version 1.15	<a href="https://tinyurl.com/ICTEquipInventoryTemplate2026">https://tinyurl.com/ICTEquipInventoryTemplate2026</a> (Use Microsoft Account to access)	February 5, 2026
• Uploading/Submission of School Inventory Template by Cong. District	<a href="https://tinyurl.com/ICTEquipmentTempUploading2026">https://tinyurl.com/ICTEquipmentTempUploading2026</a> (Use Google Account to Access)  Filename Format: quezon_ict-equipment-inventory-schoolid-schoolname (e.g. quezon_ict-equipment-inventory-165011-tejeroes)	February 13, 2026

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	Note: No uploading of ICT Inventory file directly to LIS portal without the approval of the ICT COS assign per Congressional District	
• Technical Assistance on Accomplishing the School Inventory Template and other inquiries	<a href="https://tinyurl.com/InventoryTemplateVID">https://tinyurl.com/InventoryTemplateVID</a> Video Tutorials (Use Google Account to Access) <a href="https://tinyurl.com/FAQsDCPPSF">https://tinyurl.com/FAQsDCPPSF</a> Frequently Asked Questions (Use Google Account to Access)	Feb 18 – 19, 2026
• Validation of School Inventory through Assign COS	<a href="https://tinyurl.com/ValidationofDCP">https://tinyurl.com/ValidationofDCP</a> (Use Microsoft Account to access) Note: a. Read the findings/recommendation for compliance/action b. Indicate date of resubmission/overwrite	February 20 – March 13, 2026
• ICT School Inventory concerns	<a href="https://tinyurl.com/PSFSupport">https://tinyurl.com/PSFSupport</a>	
• Approved ICT School Inventory Uploading	<a href="https://lis.deped.gov.ph">https://lis.deped.gov.ph</a> Validated School Inventory ready to upload in LIS Portal	March 09, 2026
• Activation of Account in LIS Portal and confirmation of ICT School Inventory submission	<a href="https://bit.ly/DCP-Inventory-Dashboard">https://bit.ly/DCP-Inventory-Dashboard</a>	March 09, 2026

3. Kindly join the facebook messenger group chat for technical assistance on validation School ICT inventory and other related concerns.

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<b>Congressional District</b>	<b>ICT Contract of Service Validators</b>	<b>Group Chat Link</b>
1st Congressional	John Clifford Laylay	<a href="https://m.me/j/AbZBA7FTP1EASn6X/">https://m.me/j/AbZBA7FTP1EASn6X/</a>
2nd Congressional	Patrick Imperial	<a href="https://m.me/j/AbbORUSkCzsVnfl3/">https://m.me/j/AbbORUSkCzsVnfl3/</a>
3rd Congressional	May Catherine Pontiveros	<a href="https://m.me/j/AbbCxjiH112Zaduh/">https://m.me/j/AbbCxjiH112Zaduh/</a>
4th Congressional	Michael Vilog	<a href="https://m.me/j/AbY3cJ4BQgz8BOHL/">https://m.me/j/AbY3cJ4BQgz8BOHL/</a>

4. Immediate dissemination and strict compliance on this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

ICTwbp/3/06/2026

Enclosure: List of Schools on Non-submission of DCP Inventory

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*Enclosure: List of Schools on Non-submission of DCP Inventory*

No.	Congressional District	Municipality	School ID	School Name
1	1st	BURDEOS	108556	ALUYON ES
2	1st	BURDEOS	108560	BONIFACIO ES
3	1st	BURDEOS	108562	CABUGAO ES
4	1st	BURDEOS	108563	CABUNGALUNAN ES
5	1st	BURDEOS	501453	CALUTCOT INTEGRATED SCHOOL (CALUTCOT ES)
6	1st	BURDEOS	108565	CANIWAN ES
7	1st	BURDEOS	501452	CARLAGAN INTEGRATED SCHOOL (CARLAGAN ES)
8	1st	BURDEOS	108570	SAN RAFAEL ES
9	1st	BURDEOS	301335	BONIFACIO NHS (Formerly JUDITH ANNEX - Bonifacio)
10	1st	BURDEOS	301334	BURDEOS NHS (Formerly JUDITH NHS)
11	1st	GENERAL NAKAR I	108714	MAKALYA ES
12	1st	GENERAL NAKAR II	108706	DADYANGAW ES
13	1st	GENERAL NAKAR II	108723	SAN MARCELINO ES
14	1st	GENERAL NAKAR II	301362	Maligaya National High School (Formerly PSHN MALIGAYA Ext.)
15	1st	INFANTA	108779	ABIAWIN ES
16	1st	INFANTA	108780	ALITAS ES
17	1st	INFANTA	108781	BANUGAO ES
18	1st	INFANTA	108782	BINONOAN ES
19	1st	INFANTA	108784	CACAWAYAN ES
20	1st	INFANTA	108785	DINAHICAN ES
21	1st	INFANTA	108787	INFANTA CS
22	1st	INFANTA	108788	KIBOROSA ES
23	1st	INFANTA	108790	LUAL ES
24	1st	INFANTA	108791	MAGSAYSAY ES
25	1st	INFANTA	108792	MIYUNOD ES
26	1st	INFANTA	108795	TONGOHN ES
27	1st	INFANTA	165003	NEW LITTLE BAGUIO ES
28	1st	INFANTA	165007	AGOS-AGOS ES
29	1st	INFANTA	301343	LANGGAS NHS
30	1st	INFANTA	301410	TONGOHN NHS
31	1st	JOMALIG	108979	APAD ES
32	1st	JOMALIG	108980	BUKAL ES
33	1st	JOMALIG	108982	CASUGURAN ES

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34	1st	JOMALIG	108983	GANGO ES
35	1st	JOMALIG	108985	JOMALIG CES
36	1st	JOMALIG	301333	JOMALIG NHS
37	1st	JOMALIG	302394	APAD JOMALIG NHS
38	1st	LUCBAN	108862	PE NG PIIS
39	1st	MAUBAN NORTH	108895	MAUBAN NORTH ES II
40	1st	MAUBAN NORTH	108896	REMEDIOS I ES (TEMPORARILY CLOSED SY 2008-2009)
41	1st	MAUBAN SOUTH	502445	ALITAP ES
42	1st	MAUBAN NORTH	308007	LIWAYWAY NHS
43	1st	MAUBAN NORTH	301350	MSE MEM. SCHOOL OF ARTS & TRADES (Formerly MSE MEM. COL. OF ARTS & TRADES)
44	1st	MAUBAN SOUTH	108902	BAGONG BAYAN ES
45	1st	MAUBAN SOUTH	108903	CAGBALETE I ES
46	1st	MAUBAN SOUTH	108904	CAGBALETE I ANNEX ES
47	1st	MAUBAN SOUTH	108905	CAGBALETE II ES (P.H. DELA COSTA ES)
48	1st	MAUBAN SOUTH	108906	CAGSIAY I ES
49	1st	MAUBAN SOUTH	108907	CAGSIAY II ES
50	1st	MAUBAN SOUTH	108908	CAGSIAY III ES
51	1st	MAUBAN SOUTH	108909	CAGSIAY III ANNEX ES
52	1st	MAUBAN SOUTH	108910	DOÑA AURORA ES
53	1st	MAUBAN SOUTH	108911	MAUBAN SOUTH CES I
54	1st	MAUBAN SOUTH	108912	PLARIDEL ES
55	1st	MAUBAN SOUTH	108913	POLO ES
56	1st	MAUBAN SOUTH	108914	ROSARIO ES
57	1st	MAUBAN SOUTH	108915	SAN JOSE ES
58	1st	MAUBAN SOUTH	108916	STA. LUCIA ES
59	1st	MAUBAN SOUTH	108917	STO. NIÑO ES
60	1st	MAUBAN SOUTH	110160	PILAWAY ES
61	1st	MAUBAN SOUTH	165006	MAUBAN SOUTH CES II
62	1st	MAUBAN SOUTH	301301	CAGBALETE Is. NHS
63	1st	MAUBAN SOUTH	308005	CAGSIAY I NHS
64	1st	MAUBAN SOUTH	308015	CAGSIAY III NHS
65	1st	MAUBAN SOUTH	301319	DR. MARIA D. PASTRANA HS (MSOHS)
66	1st	PAGBILAO I	108972	PAGBILAO WEST ES
67	1st	PAGBILAO I	301407	TALIPAN NHS
68	1st	PAGBILAO II	301367	PAGBILAO GRANDE Is. NHS
69	1st	PANUKULAN	109031	KINALAGTE ES
70	1st	PANUKULAN	109034	LIBO ES

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71	1st	PANUKULAN	109035	LIPATA ES
72	1st	PANUKULAN	109039	PAGITAN ES
73	1st	PANUKULAN	109041	PANDAN ES
74	1st	PANUKULAN	308029	BONBON NHS
75	1st	PANUKULAN	301344	LIBO NHS
76	1st	PATNANUNGAN	108981	BUSDAK ES
77	1st	PATNANUNGAN	108986	KATAKIAN ES
78	1st	PATNANUNGAN	108987	KILOGAN ES
79	1st	PATNANUNGAN	108989	PATNANUNGAN CS
80	1st	Patnanungan	503038	Katakian Integrated School
81	1st	PATNANUNGAN	308028	BUSDAK NHS (Formerly BUSDAK NHS PATNANUNGAN NHS Annex)
82	1st	PATNANUNGAN	301374	PATNANUNGAN NHS
83	1st	PATNANUNGAN	305524	PAARALANG SEKONDARYA NG PATNANUNGAN NORTE
84	1st	POLILLO	109023	BIGYAN ES
85	1st	POLILLO	109027	BUCAO ES
86	1st	POLILLO	109029	CANICANIAN ES
87	1st	POLILLO	109030	KALUBAKIS ES
88	1st	POLILLO	109032	LANGUYIN ES
89	1st	POLILLO	109033	LIBJO ES
90	1st	POLILLO	109043	PELION ES
91	1st	POLILLO	109044	PINAGLUBAYAN ES
92	1st	POLILLO	109046	SABANG ES
93	1st	POLILLO	109049	TALUONG ES
94	1st	POLILLO	308047	Polillo NHS Extension
95	1st	POLILLO	301377	POLILLO NHS
96	1st	POLILLO	301382	SABANG NHS
97	1st	POLILLO	301408	TALUONG NHS
98	1st	REAL	109062	BAGONG SILANG ES
99	1st	REAL	109063	CAPALONG ES
100	1st	REAL	109065	KIOLORON ES
101	1st	REAL	109071	MARAGONDON ES
102	1st	REAL	308026	LUBAYAT NHS (Formerly UNGOS NHS EXT. Classes Lubayat
103	1st	SAMPALOC	109079	ALUPAY ES
104	1st	SAMPALOC	109084	CALDONG RESETTLEMENT ES
105	1st	SAMPALOC	109085	SAMPALOC ES MAIN
106	1st	SARIAYA EAST	308036	QUEZON SCIENCE HS

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107	2nd	CANDELARIA EAST	308016	DOLORES MACASAET NHS ( Formerly STA. CATALINA NHS AMLAND EXT. )
108	2nd	CANDELARIA WEST	108632	BUENAVISTA EAST ES
109	2nd	CANDELARIA WEST	108634	BUKAL NORTE ES
110	2nd	CANDELARIA WEST	108635	BUKAL SUR ES
111	2nd	CANDELARIA WEST	308040	Atty. Celso M. Reyes Integrated National High School (formerly Dr. Panfilo Castro NHS - Masalukot I Annex)
112	2nd	DOLORES	108672	ANTONINO ES
113	2nd	DOLORES	108673	ROSENDO ALGENIO ES (FORMERLY ANTONINO ES-ANNEX SAN MATEO)
114	2nd	DOLORES	108681	KINABUHAYAN ES
115	2nd	SAN ANTONIO	109101	ARAWAN ES
116	2nd	SARIAYA EAST	109161	CANDA ES
117	2nd	SARIAYA EAST	109162	CASTAÑAS E/S
118	2nd	SARIAYA EAST	109164	MANUEL L. QUEZON ES
119	2nd	SARIAYA EAST	109167	PANTOC ES
120	2nd	SARIAYA EAST	301502	QNHS
121	2nd	SARIAYA WEST	109178	CONCEPCION PINAGBAKURAN ES
122	2nd	SARIAYA WEST	109181	LUTGARDA CAUSAPIN ES
123	2nd	SARIAYA WEST	109184	KILING ES
124	2nd	SARIAYA WEST	109185	LUTUCAN BATA ES
125	2nd	SARIAYA WEST	301349	LUTUCAN INTEGRATED NHS (formerly LUTUCAN NHS)
126	2nd	TIAONG I	109265	AYUSAN ES
127	2nd	TIAONG I	109267	BUKAL ES
128	2nd	TIAONG I	109269	BULAKIN ELEMENTARY SCHOOL
129	2nd	TIAONG I	109272	CLARO M. RECTO MEM. CS
130	2nd	TIAONG I	109274	DOÑA CONCEPCION H. UMALI ES
131	2nd	TIAONG I	109281	SAN AGUSTIN ES
132	2nd	TIAONG I	109286	SAN PEDRO ES
133	2nd	TIAONG I	109289	TAMISIAN ES
134	2nd	TIAONG I	109290	TIAONG EAST ES
135	2nd	TIAONG I	308012	GLORIA UMALI NHS INTEGRATED NHS
136	2nd	TIAONG I	308033	LALIG NHS
137	2nd	TIAONG II	301370	PAIISA NHS
138	2nd	TIAONG II	308035	TALISAY INTEGRATED SCHOOL
139	3rd	AGDANGAN	108944	AGDANGAN ES
140	3rd	AGDANGAN	108945	BINAGBAG ES
141	3rd	AGDANGAN	108949	E. LICUP ES
142	3rd	AGDANGAN	301293	BINAGBAG INTEGRATED HS

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143	3rd	AGDANGAN	301321	E. SALVADOR NHS
144	3rd	BUENAVISTA I	165008	SABANG PRIMARY SCHOOL (NEW)
145	3rd	BUENAVISTA I	301296	BUENAVISTA NHS
146	3rd	BUENAVISTA II	308008	MALIGAYA NHS
147	3rd	CATANAUAN I	108644	ANUSAN ES
148	3rd	CATANAUAN I	108661	SAN PABLO SUHA ES
149	3rd	CATANAUAN II	308001	MATANDANG SABANG NHS
150	3rd	CATANAUAN II	301392	ESTANISLAO PERLAS NHS
151	3rd	GENERAL LUNA	108698	VILLARICA ES
152	3rd	MACALELON	108875	LAHING ES
153	3rd	MACALELON	108876	MABINI IBABA ES
154	3rd	MACALELON	108879	MALABAHAY ES
155	3rd	MACALELON	108881	OLONGTAO IBABA ES
156	3rd	MACALELON	108882	OLONGTAO ILAYA ES
157	3rd	MACALELON	108885	SAN NICOLAS ES
158	3rd	MACALELON	301360	OLONGTAO NHS
159	3rd	MULANAY I	108932	MAGSAYSAY ES
160	3rd	MULANAY I	108919	AJOS ES
161	3rd	MULANAY I	108920	ANONANG ES
162	3rd	MULANAY I	108921	BAGUPAYE ES
163	3rd	MULANAY I	108922	BOLO ES
164	3rd	MULANAY I	108924	BURGOS ES
165	3rd	MULANAY I	108925	MATIAS VILLA ES (formerly CALANGCANG ES)
166	3rd	MULANAY I	108930	ILAYANG CAMBUGA ES
167	3rd	MULANAY I	108933	MALIBAGO ES
168	3rd	MULANAY I	108937	PARANG ES
169	3rd	MULANAY I	108942	STA. ROSA ES
170	3rd	MULANAY I	301282	AJOS NHS
171	3rd	MULANAY I	301288	BAGUPAYE INTEGRATED HS
172	3rd	MULANAY I	301295	BONDOC PENINSULA AGRI. HS
173	3rd	MULANAY I	305597	BURGOS INTEGRATED HIGH SCHOOL
174	3rd	MULANAY II	108923	BUENAVISTA ES
175	3rd	MULANAY II	108927	CANUYEP ES
176	3rd	MULANAY II	108929	ILAYANG YUNI ES
177	3rd	MULANAY II	108935	MULANAY CES
178	3rd	MULANAY II	108940	SAN ISIDRO ES
179	3rd	MULANAY II	301283	MAGSAYSAY NHS (Formerly Ajos Ext.)
180	3rd	MULANAY II	301329	ILAYANG YUNI JUNIOR AND SENIOR INTEGRATED NHS

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181	3rd	PADRE BURGOS	108952	KINAGUNAN ES
182	3rd	PADRE BURGOS	108959	VILLA PAZ ES
183	3rd	PADRE BURGOS	108960	WALAY ES
184	3rd	PADRE BURGOS	108961	YAWE ES
185	3rd	PADRE BURGOS	308023	DANLAGAN NHS (Formerly KINAGUNAN IBABA NHS EXT.)
186	3rd	PADRE BURGOS	301394	SAN ISIDRO NHS
187	3rd	PITOGO	109002	CAWAYANIN ES
188	3rd	PITOGO	109003	DULONG BAYAN ES
189	3rd	PITOGO	109014	SUMAG ES
190	3rd	PITOGO	301300	CABULIHAN NHS
191	3rd	PITOGO	301376	PITOGO COMMUNITY HS
192	3rd	SAN ANDRES	109088	ALIBIHABAN INTEGRATED SCHOOL
193	3rd	SAN ANDRES	109089	ALFREDO C. TAN ES (BANABA ES)
194	3rd	SAN ANDRES	109091	CAMFLORA ES ANNEX
195	3rd	SAN ANDRES	109092	INANURAN ES
196	3rd	SAN ANDRES	109093	MANGERO ES
197	3rd	SAN ANDRES	109094	PANSOY ES
198	3rd	SAN ANDRES	109096	SEGARAS ES
199	3rd	SAN ANDRES	109097	TALA ES
200	3rd	SAN ANDRES	109098	TALISAY ES
201	3rd	SAN ANDRES	109099	TAMNAO ES
202	3rd	SAN ANDRES	109100	YUGNO ES
203	3rd	SAN FRANCISCO I	109119	CASAY ES
204	3rd	SAN FRANCISCO I	302326	MABUNGA NHS
205	3rd	SAN FRANCISCO I	301409	JACINTO G. ESPLANA (TAYUMAN NHS)
206	3rd	SAN FRANCISCO II	109131	PANTAY ES
207	3rd	SAN FRANCISCO II	308034	BUTANGUIAD NHS
208	3rd	SAN FRANCISCO II	301369	PAGSANGAHAN NHS
209	3rd	SAN NARCISO I	301399	GODOFREDO M. TAN MEM. INTEGRATED SCH. OF ARTS & TRADES (Formerly SAN NARCISO VOC. HS)
210	3rd	SAN NARCISO I	301322	GREGORIO REYES NHS
211	3rd	SAN NARCISO II	109137	ABUYON ES
212	3rd	SAN NARCISO II	109138	BANGKURO ES
213	3rd	SAN NARCISO II	109139	BANI ES
214	3rd	SAN NARCISO II	109142	CALWIT ES
215	3rd	SAN NARCISO II	109142	CALWIT ES
216	3rd	SAN NARCISO II	109144	LAKDAYAN ES
217	3rd	SAN NARCISO II	109145	MAGUITING ES (MANLAMPONG ES)

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218	3rd	SAN NARCISO II	109150	SAN ISIDRO ES
219	3rd	SAN NARCISO II	109147	PINAGSAMA ES
220	3rd	SAN NARCISO II	301280	ABUYON NHS
221	3rd	SAN NARCISO II	301281	DOÑA SALUD NHS
222	3rd	UNISAN	109292	BEREDO ES
223	3rd	UNISAN	109293	BONIFACIO ES
224	3rd	UNISAN	109294	BIENVENIDO S. LAT ES
225	3rd	UNISAN	109295	CABULIHAN ES
226	3rd	UNISAN	109296	CAIGDAL ES
227	3rd	UNISAN	109297	KALILAYAN ES
228	3rd	UNISAN	109299	MULIGUIN ES
229	3rd	UNISAN	109300	PANAON ES
230	3rd	UNISAN	109301	POCTOL ES
231	3rd	UNISAN	109302	PUNTA ES
232	3rd	UNISAN	109303	RIZAL ES
233	3rd	UNISAN	109304	SAN ROQUE ES
234	3rd	UNISAN	109305	SANTAYANA ES
235	3rd	UNISAN	109298	MABINI ES
300	4th	ALABAT	501220	R T CAMACHO INTEGRATED SCHOOL (R. T. CAMACHO ES)
301	4th	ALABAT	301284	ALABAT Is. NHS
302	4th	ATIMONAN I	501324	BALUBAD INTEGRATED SCHOOL (BALUBAD ES)
303	4th	ATIMONAN II	108511	ATIMONAN CS - ANNEX
304	4th	ATIMONAN II	108518	MALIGAYA ES
305	4th	ATIMONAN II	108519	MALINAO IBABA ES
306	4th	ATIMONAN II	108532	STA. CATALINA ES ANNEX
307	4th	ATIMONAN II	108533	TAGBAKIN ES
308	4th	ATIMONAN II	301355	MALIGAYA INTEGRATED HIGH SCHOOL
309	4th	CALAUAG EAST	108573	BUCAL ES
310	4th	CALAUAG EAST	108574	CALAUAG EAST CES
311	4th	CALAUAG EAST	108575	CAPALUHAN ES
312	4th	CALAUAG EAST	108577	DAPDAP ES
313	4th	CALAUAG EAST	108578	LAINGLAINGAN ES
314	4th	CALAUAG EAST	108579	MADLANDUNGAN ES
315	4th	CALAUAG EAST	108580	MAMBALING ES
316	4th	CALAUAG EAST	108582	RIZAL IBABA ES
317	4th	CALAUAG EAST	108583	SAN ROQUE ES
318	4th	CALAUAG EAST	108584	SINAG ES

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319	4th	CALAUAG EAST	108586	TABANSAK ES
320	4th	CALAUAG EAST	108587	TALINGTING ES
321	4th	CALAUAG EAST	108588	TAMIS ES
322	4th	CALAUAG EAST	108589	VIÑAS ES
323	4th	CALAUAG EAST	301341	LBS of FISHERIES ANNEX
324	4th	CALAUAG EAST	308022	RUFINA P. TRINIDAD MEM. NHS (Formerly STO. DOMINGO EXT. BRGY. DAPDAP)
325	4th	CALAUAG WEST	108593	ATULAYAN ES
326	4th	CALAUAG WEST	502667	BANTULINAO INTEGRATED SCHOOL (BANTULINAO ES)
327	4th	CALAUAG WEST	108601	KINAMALIGAN ES
328	4th	CALAUAG WEST	108605	PANGAHOY ES
329	4th	CALAUAG WEST	108609	STA. MARIA ES
330	4th	CALAUAG WEST	108615	VILLA MAGSINO ES
331	4th	CALAUAG WEST	308027	ANANIAS A. DIAMANTE INTEGRATED NHS (formerly DR. ARSENIO C. NICOLAS NHS - DOMINLOG EXT.)
332	4th	CALAUAG WEST	308011	STO. ANGEL NHS (Formerly STO. ANGEL (LAGAY ANNEX) HS)
333	4th	CALAUAG WEST	301404	STO. DOMINGO NHS
334	4th	GUINAYANGAN NORTH	108726	ALONEROS ES
335	4th	GUINAYANGAN NORTH	108728	BAGONG SILANG ES
336	4th	GUINAYANGAN NORTH	108732	DANLAGAN ES
337	4th	GUINAYANGAN NORTH	108733	DON GUILLERMO ELEAZAR ELEM. SCHOOL
338	4th	GUINAYANGAN NORTH	108736	GAPAS ES
339	4th	GUINAYANGAN NORTH	108744	SAN LUIS I ES
340	4th	GUINAYANGAN NORTH	108745	SAN LUIS II ES
341	4th	GUINAYANGAN NORTH	108746	SAN ROQUE ES
342	4th	GUINAYANGAN NORTH	108750	SISI ES
343	4th	GUINAYANGAN NORTH	301342	ALONEROS NHS (Formerly LBS of FISHERIES EXT. Classes)
344	4th	GUINAYANGAN NORTH	301323	GUINAYANGAN NHS
345	4th	GUINAYANGAN NORTH	305768	GUINAYANGAN SHS
346	4th	GUINAYANGAN NORTH	301324	STA. CRUZ NHS (Formerly GUINAYANGAN NHS EXT. - Sta. Cruz)
347	4th	GUMACA EAST	108752	BAMBAN ES
348	4th	GUMACA EAST	108753	BANTAD-VILLAFUERTE ES
349	4th	GUMACA EAST	108754	BIGA-LABNIG ES

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350	4th	GUMACA EAST	108755	BINAMBANG ES
351	4th	GUMACA EAST	108757	CAWAYAN ES
352	4th	GUMACA EAST	108758	GAYAGAYAAN ES
353	4th	GUMACA EAST	108759	GUMACA EAST CES
354	4th	GUMACA EAST	108762	PANIKIHAN ES
355	4th	GUMACA EAST	108763	ROOSEVELT ES
356	4th	GUMACA EAST	301340	LAMON BAY SCH. OF FISHERIES
357	4th	GUMACA EAST	301372	PANIKIHAN NHS
358	4th	GUMACA WEST	108765	CALUMANGIN ES
359	4th	GUMACA WEST	108773	PROGRESO ES
360	4th	GUMACA WEST	165009	VILLA BOTA ES
361	4th	GUMACA WEST	301325	GUMACA NHS
362	4th	GUMACA WEST	301415	VILLA PEREZ NHS
363	4th	GUMACA WEST	302326	MABUNGA NHS
364	4th	LOPEZ EAST	108799	CAGACAG ES
365	4th	LOPEZ EAST	108800	CANDA IBABA ES
366	4th	LOPEZ EAST	108801	CANDA ILAYA ES
367	4th	LOPEZ EAST	108802	CAWAYANIN ES
368	4th	LOPEZ EAST	108803	COGORIN IBABA ES
369	4th	LOPEZ EAST	108804	COGORIN ILAYA ES
370	4th	LOPEZ EAST	108806	ESPERANZA IBABA ES
371	4th	LOPEZ EAST	108808	INALUSAN ES
372	4th	LOPEZ EAST	108811	MABANBAN ES
373	4th	LOPEZ EAST	108812	MAGALLANES ES
374	4th	LOPEZ EAST	108814	PISIPIS ES
375	4th	LOPEZ EAST	108815	ROSARIO ES
376	4th	LOPEZ EAST	108817	SAN ANDRES ES
377	4th	LOPEZ EAST	108819	STA. CATALINA ES
378	4th	LOPEZ EAST	108820	STO. NIÑO ES
379	4th	LOPEZ EAST	108825	VERONICA ES
380	4th	LOPEZ EAST	108827	VILLAESPINA ES
381	4th	LOPEZ EAST	108828	VILLAGEDA ES
382	4th	LOPEZ EAST	108829	VILLAHERMOSA ES
383	4th	LOPEZ EAST	108830	VILLAMINDA ES
384	4th	LOPEZ EAST	108797	BANABAHIN ES
385	4th	LOPEZ EAST	108798	BEBITO ES
386	4th	LOPEZ EAST	308048	STA.CATALINA NHS-(formerly MAGALLANES NHS-Sta. Catalina Ext.

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387	4th	LOPEZ EAST	301389	STO. NIÑO ILAYA NHS (Formerly SAN FRANCISCO B NHS STO. NIÑO ILAYA EXT.)
388	4th	LOPEZ EAST	301353	VERONICA NHS (Formerly MAGALLANES NHS VERONICA EXT.)
389	4th	LOPEZ WEST	108832	BINAHIAN A ES
390	4th	LOPEZ WEST	108838	DON MARCOS VILLEGAS SR. ES
391	4th	LOPEZ WEST	108842	GUITES ES
392	4th	LOPEZ WEST	108847	LOPEZ WEST ES BLDG. I
393	4th	LOPEZ WEST	108852	SAN FRANCISCO B ES
394	4th	LOPEZ WEST	108856	SANTA ELENA ES
395	4th	LOPEZ WEST	301388	DAO NHS (Formerly San Miguel Dao II)
396	4th	LOPEZ WEST	301328	GUITES NHS (Formerly HONDAGUA NHS GUITES EXT.)
397	4th	LOPEZ WEST	301345	LOPEZ NCHS
398	4th	LOPEZ WEST	301352	PISIPIS NHS (Formerly MAGALLANES NHS PISIPIS EXT.)
399	4th	PEREZ	108996	PEREZ CS
400	4th	PEREZ	108997	PEREZ WEST ES
401	4th	PEREZ	108998	PINAGTUBIGAN ES
402	4th	PEREZ	108993	MAINIT NORTE ES
403	4th	PEREZ	501265	SEVERO TEJADA INTEGRATED SCHOOL (MAINIT SUR ES)
404	4th	PEREZ	301375	PEREZ NHS
405	4th	PLARIDEL	109015	CONCEPCION ES
406	4th	PLARIDEL	109016	ILOSONG ES
407	4th	PLARIDEL	109017	PLARIDEL CS
408	4th	PLARIDEL	109018	TANAUAN ES
409	4th	PLARIDEL	301316	CONCEPCION NHS
410	4th	QUEZON	109051	COMETA ES
411	4th	QUEZON	109053	GUINHAWA ES
412	4th	QUEZON	109056	PEDRO CABANGON ES
413	4th	QUEZON	109057	QUEZON ES
414	4th	QUEZON	109058	R. SASOT ELEMENTARY SCHOOL
415	4th	QUEZON	301314	CESAR C. TAN MEM NHS (formerly Cometa Annex)
416	4th	QUEZON	301365	JOEL B. ARQUIZA(PSL -GUINHAWA)
417	4th	TAGKAWAYAN I	109194	ALIJI ES
418	4th	TAGKAWAYAN I	109195	BAGONG SILANG ES
419	4th	TAGKAWAYAN I	109200	CABUGUANG ES
420	4th	TAGKAWAYAN I	109202	DEL ROSARIO ES
421	4th	TAGKAWAYAN I	109203	F.Y. SALUMBIDES ES
422	4th	TAGKAWAYAN I	109207	LAUREL ES

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423	4th	TAGKAWAYAN I	109211	MAHINTA ES
424	4th	TAGKAWAYAN I	109217	RIZAL ES
425	4th	TAGKAWAYAN I	109219	SAN DIEGO ES
426	4th	TAGKAWAYAN I	109220	SAN FRANCISCO ES
427	4th	TAGKAWAYAN I	109224	STA. CECILIA ES
428	4th	TAGKAWAYAN I	109226	STO. NIÑO ES
429	4th	TAGKAWAYAN I	165004	MANATO ES ANNEX
430	4th	TAGKAWAYAN I	109225	STA. MONICA ES
431	4th	TAGKAWAYAN II	308038	CABIBIHAN NHS
432	4th	TAGKAWAYAN II	301338	KINATAKUTAN NHS
433	4th	TAGKAWAYAN II	301395	SAN ISIDRO NHS
434	4th	TAGKAWAYAN II	301398	SANMANDEL CAR NHS
435	4th	TAGKAWAYAN II	301406	TAGKAWAYAN NHS
436	4th	TAGKAWAYAN II	109197	BOSIGON ES
437	4th	TAGKAWAYAN II	109198	BUKAL ES
438	4th	TAGKAWAYAN II	109201	CASISPALAN ES
439	4th	TAGKAWAYAN II	109209	MAGSAYSAY ES
440	4th	TAGKAWAYAN II	109210	MAGUIBUAY ES
441	4th	TAGKAWAYAN II	109213	MANSILAY ES
442	4th	TAGKAWAYAN II	109214	MAPULOT ES
443	4th	TAGKAWAYAN II	109216	PAYAPA ES
444	4th	TAGKAWAYAN II	109218	SABANG ES
445	4th	TAGKAWAYAN II	109223	SAN VICENTE ES
446	4th	TAGKAWAYAN II	109227	STO. TOMAS ES
447	4th	TAGKAWAYAN II	109228	TABASON ES
448	4th	TAGKAWAYAN II	109229	TAGKAWAYAN CES
449	4th	TAGKAWAYAN II	109230	TUNTON ES
450	4th	TAGKAWAYAN II	301289	BAMBAN NHS
451	4th	TAGKAWAYAN II	301336	KATIMO NHS
452	4th	TAGKAWAYAN II	308045	MANSILAY NHS
453	4th	TAGKAWAYAN II	308002	MAPULOT NHS

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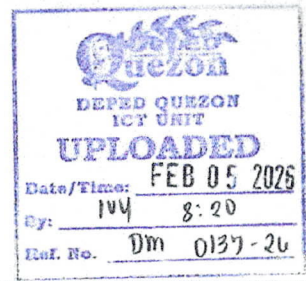
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5 February 2026

**DIVISION MEMORANDUM**

No. 0137, s. 2026

**SUBMISSION AND TECHNICAL ASSISTANCE ON ACCOMPLISHING  
DEPED COMPUTERIZATION PROGRAM INVENTORY SCHOOL TEMPLATE**

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

1. In line with the DepEd Computerization Program through Learner Information System, **all schools heads and administrative officers** are advise to download the DepEd Computerization Program Inventory School Template through this link:

<https://tinyurl.com/QuezonICTEquipInventoryTemp>

2. Follow the instructions in accomplishing this form
  - a. Read the instructions carefully on read me tab.
  - b. See list of acronyms and referential data for reference.
  - c. Only ICT equipment included in the reference data will be reflected in the inventory.
  - d. The inventory period starts from the date the school was established.
- **In Stakeholder Profile Tab**
  - a. Fill-in School District (e.g. Tagkawayan I)
  - b. Fill-in School Name, School ID, Province, Barangay, Street
  - e. Fill-in City/Municipality (e.g. Municipality of Pagbilao)
  - f. Fill-in Legislative District (e.g. 1st Congressional)

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- g. Fill-in the Philippine Standard Geographic Code (PSGC) look for barangay code through this website <https://psa.gov.ph/classification/psgc> (e.g. barangay 10 digit code Bacong Ibaba 0405616001)
  - h. Fill-in Mobile no.s and Landline if available
  - i. Fill-in School Head Name, Position, E-mail Address, Mobile No.:
  - j. Fill-in the Administrative Staff position, E-mail Address and Mobile no.
  - k. Fill-in the Network Administrator if available
  - l. Fill-in the Geographical Location look for longitude and latitude through this website <https://www.google.com/maps>
    - j.1 Longitude (e.g. Division of Quezon 13.9639898)
    - j.2 Latitude (e.g. Division of Quezon 121.6554618)
    - j.3 View on Map will automatically show based on longitude and latitude
  - k. In accessibility, check nearby institutions that applies, minutes of travel nearest to municipality, access paths to school, transportation and others.
  - l. In submission, indicate the date and time of submission and the type of transaction is Beginning Inventory
- **Personnel Information Tab**
    - a. Fill-in Regular Employee No. (no. of employees must base on school Plantilla)
    - b. Choose the status of the Separation
    - c. Write the details of transferred from and transferred to of the employee
  - **Equipment Tab – Read the Instructions in cell B5 before accomplishing**
    - a. Fill in the property number based on format on the UACS Code (e.g. 2025-05-03-0001-0009)
    - b. Input the serial number, unit of measure, brand manufacturer in the drop-down menu and select the device type
    - c. Write the detailed specifications based on PR, PO, DR, Sales Invoice, PAR, ICS, IAR (e.g. LAPTOP: lightweight Asus X1404VA-NK766WSM 14"1080P Full HD Intel Core i5-1334u 10-Cores 12-Threads, up to 4.6GHz Max turbo 1x16GB DDR4 RAM

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- 512 GB NVME SSD (to be partitioned to C and D) 1x USB type C, 1X USB 2.0, 2X USB 3.2 X1 HDMI, 1X Audio jack B)
- d. Select the ICT Equipment if DCP or non-DCP
  - e. If the item is a DCP Package, enter the the DCP package name (e.g. DCP Batch 35, DCP Batch 2019-01, DCP Batch 2023 ELC [JHS]) based on IAR or the relevant DCP Memorandum.
  - f. Input the year of the DCP Package item belongs to, then choose High Value Equipment for items worth ₱50,000+ and Low Value Equipment for items worth ₱50,000 or less
  - g. Select appropriate classification but it is limited to ICT Machinery and Equipment.
  - h. Input the subsidiary ledger chart of accounts based on the reference link provided
  - i. Input the UACS code assigned to the equipment based on the reference link provided.
  - j. Input the Acquisition cost of the equipment based on purchase order.
  - k. Input the date of Acquisition based on date format
  - l. Input the estimated useful life of the equipment
  - m. Select if the equipment acquired is purchase by DepEd, Donation and Grant and its acquisition if Central Office, LGU, PTA etc..
  - n. If donated, kindly input the company name and other details if any, source of funds if PSF, GF, SEF, TF, and allotment class if PS, MOOE, CO.
  - o. Enter the PMP Item No. and choose its supporting documents.
  - p. Enter the document number transaction based on DR, IAR and PTR.
  - q. Select the status of the transaction if delivered, inspection, beginning inventory, issuance/transfer, return, disposal or stock
  - r. If the status is beginning inventory, columns AF and AG must be blank.
  - s. Enter the accountable officer for the equipment with the date it was received.
  - t. Enter the actual end user of the equipment and the date it was received.
  - u. **For newly assigned equipment**, choose the new accountable officer and the date it was received.
  - v. Choose the proper supporting documents (PAR/ICS/RRSP/RS/WMR).
  - w. Input the name of the supplier and then choose checkbox if under warranty
  - x. Enter the location of the equipment it was installed and choose if functional or non-functional

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- y. Select the disposition status of the equipment if normal, transferred, stolen, lost, damaged due to calamity, disposed of for disposal.
  - z. For the remarks, it includes, technical assessment report, evaluation findings, recommendations, justifications or other relevant information including missing accessories, non-functional features, repair need, unusable or unserviceable. The information will serve as justification in any unidentified details including document reference, accountable officers or relevant information which cannot be determined by the end-user.
- **Internet Connectivity Information**
    - a. Choose the available Internet Service Provider in your school and indicate the mobile network signal.
    - b. If there is mobile data connectivity in the area choose the status of the connection if strong, stable, weak, intermittent or poor.
    - c. Specify the ISP to which the school is subscribed
    - d. Indicate total no. of ISP, cost per month, amount spending and projected expenditure.
    - e. Choose the purpose of the internet subscription on which applies if it is for administrative use, classroom instruction or both.
    - f. Indicate the number of rooms used for administrative purposes, classroom instruction and other uses of the internet-related purposes
    - g. Indicate total number of rooms utilizing the internet service and the total number of access points.
    - h. Is the current bandwidth enough for operations, If not site the reasons and challenges encountered.
    - i. Specify the area or locations covered by the internet service.
    - j. Indicate whether the school is a beneficiary of the DICT Free Wi-Fi program and provide its efficiency rate.
    - k. If the school does not subscribe to an internet service, indicate the reasons preventing from subscription.
    - l. Indicate whether the area has access to electricity and specify the source(s) of power.

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• **Internet Service Provider Account Information**

- a. Choose the internet service provider of the school, indicate cost per month, ISP account number, package inclusion, grade level served by the ISP, bandwidth speed, subscription type, type of connection, contract period, purpose of subscription, mode and source of acquisition.
- b. If donated, indicate the name of the institution, source of funds and the number of access points connected and its location.
- c. Choose connectivity rate in admin and classrooms area connected.
- d. Provide number of classrooms covered by the donated ISP.
- e. Indicate overall signal quality of the donated ISP.

• **Internet Service Provider Speed Test Information**

- a. Choose the internet service provider of the school, indicate ISP account number, applied bandwidth speed, actual speed test results, strength and reliability of the internet signal and ISP service rate.

• **Internet Service Provider Cost Information**

- a. Choose the internet service provider of the school and indicate ISP account number.
- b. Indicate the contract period, from the current date to end of the contract and the total amount spent from the current year.
- c. Indicate the projected period covered and the total projected expenditure for internet access.

**3. Deadline of Submission is on February 13, 2026 (Friday)**

4. Save as filename: Quezon\_ict-equipment-inventory-schoolid-schoolname. Upload your file to <https://tinyurl.com/QuezonICTEquipInventory> for checking.
5. **No uploading of ICT Inventory file directly to LIS portal without the approval of the ICT COS assign per Congressional District.** Kindly join the facebook messenger group chat for technical assistance and other related concerns.

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<b>Congressional District</b>	<b>ICT Contract of Service Validators</b>	<b>Group Chat Link</b>
1st Congressional	John Clifford Laylay	<a href="https://m.me/j/AbZBA7FTP1EASn6X/">https://m.me/j/AbZBA7FTP1EASn6X/</a>
2nd Congressional	Patrick Imperial	<a href="https://m.me/j/AbbORUSkCzsVnfi3/">https://m.me/j/AbbORUSkCzsVnfi3/</a>
3rd Congressional	May Catherine Pontiveros	<a href="https://m.me/j/AbbCxjiH112Zaduh/">https://m.me/j/AbbCxjiH112Zaduh/</a>
4th Congressional	Michael Vilog	<a href="https://m.me/j/AbY3cJ4BQgz8BOHL/">https://m.me/j/AbY3cJ4BQgz8BOHL/</a>

6. The approved ICT Inventory will be monitor thru this link:

<https://tinyurl.com/ValidationofDCP>

7. Approved and validated ICT Inventory will proceed to uploading in the LIS Portal through assigned DCPSPF Administrator.

8. For further clarification on ICT inventory, here is the schedule for Technical assistance via zoom for school heads and property custodian.

<b>Date</b>	<b>Time</b>	<b>District/s</b>	<b>Zoom ID</b>	<b>Password</b>
February 18 (Wednesday)	9:00 a.m. – 12:00 p.m.	1 <sup>st</sup> Cong. District	840 5838 6412	123456
February 18 (Wednesday)	1:00 p.m. – 4:00 p.m.	2 <sup>nd</sup> Cong. District including Padre Burgos, Buenavista I, Guinayangan South, Gumaca East, Gumaca	848 2531 3618	123456

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321  
E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>



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

		West and Atimonan I		
February 19 (Thursday)	9:00 a.m. – 12:00 p.m.	3 <sup>rd</sup> Cong. District	892 9055 6090	123456
February 19 (Thursday)	1:00 p.m. – 4:00 p.m.	4 <sup>th</sup> Cong. District	845 2328 7832	123456

9. Attached is the enclosed DCP Portal Guide for your reference.

10. Immediate dissemination and strict compliance to this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

ICTwbp/2/05/2026

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