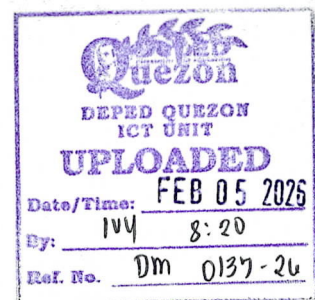




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



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)

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
Website: <https://quezon.deped.gov.ph>



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

- 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

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

Website: <https://quezon.deped.gov.ph>



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

- 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

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

Website: <https://quezon.deped.gov.ph>



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

- 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.

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

Website: <https://quezon.deped.gov.ph>



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

• **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.

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

Website: <https://quezon.deped.gov.ph>



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

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

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 DCPPSF Administrator.

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

Date	Time	District/s	Zoom ID	Password
February 18 (Wednesday)	9:00 a.m. – 12:00 p.m.	1 st Cong. District	840 5838 6412	123456
February 18 (Wednesday)	1:00 p.m. – 4:00 p.m.	2 nd 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
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 rd Cong. District	892 9055 6090	123456
February 19 (Thursday)	1:00 p.m. – 4:00 p.m.	4 th 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

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

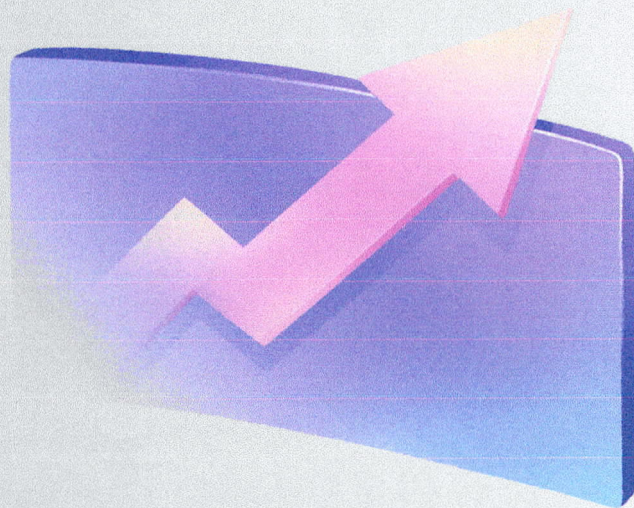
E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DepEd Computerization Program (DCP) Portal



2026
Guide for DCP Portal System Administrators

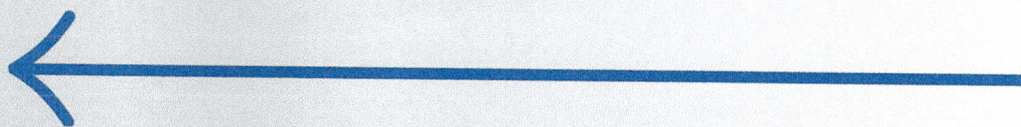


Table of Contents



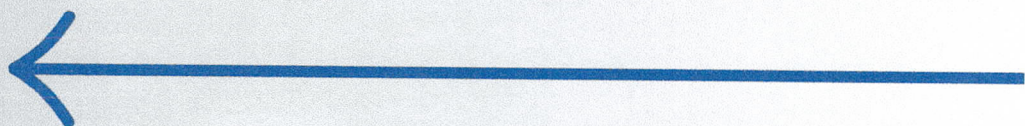
Purpose & Scope>	3
How to navigate>	4
Introduction>	5
LIS Sign-in>	6
Account Verification>	7
DCP Homepage>	8
School Template>	9
Uploading>	10
Submission>	11
End of User Guide>	12

Purpose



This guide aims to provide 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.

Scope



This guide applies to all 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

Bold Text

Emphasizes important words or phrases

Bold + Blue Text

Clickable links (e.g., websites, emails, or DCP Portal navigation buttons)

Bold + Red Text

Indicates an action to be performed using a keyboard or mouse.



Highlights specific areas of a screenshot for attention



Shows where to click to access a link or perform an action

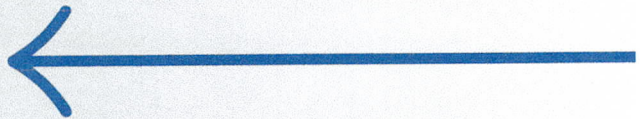


Introduction

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 Assigned DCP 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.

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:

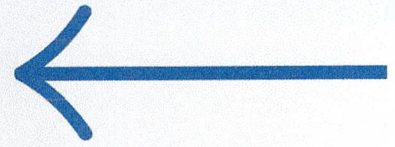
A. Minimum Device Specification Requirements

- 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

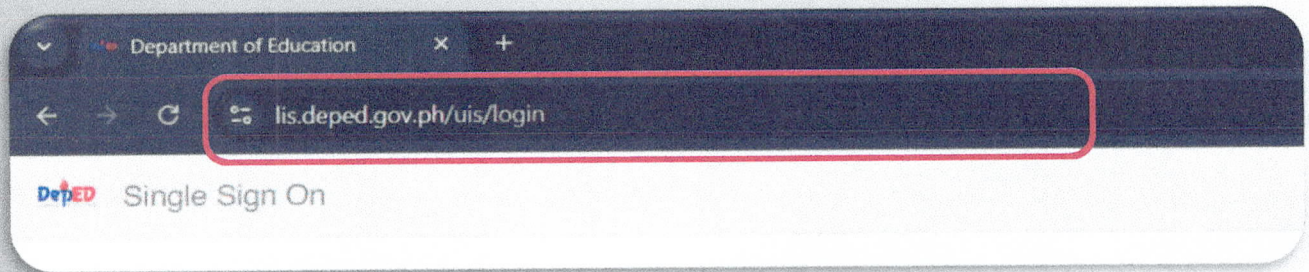
B. Additional Requirements

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

System Administrator Sign-in



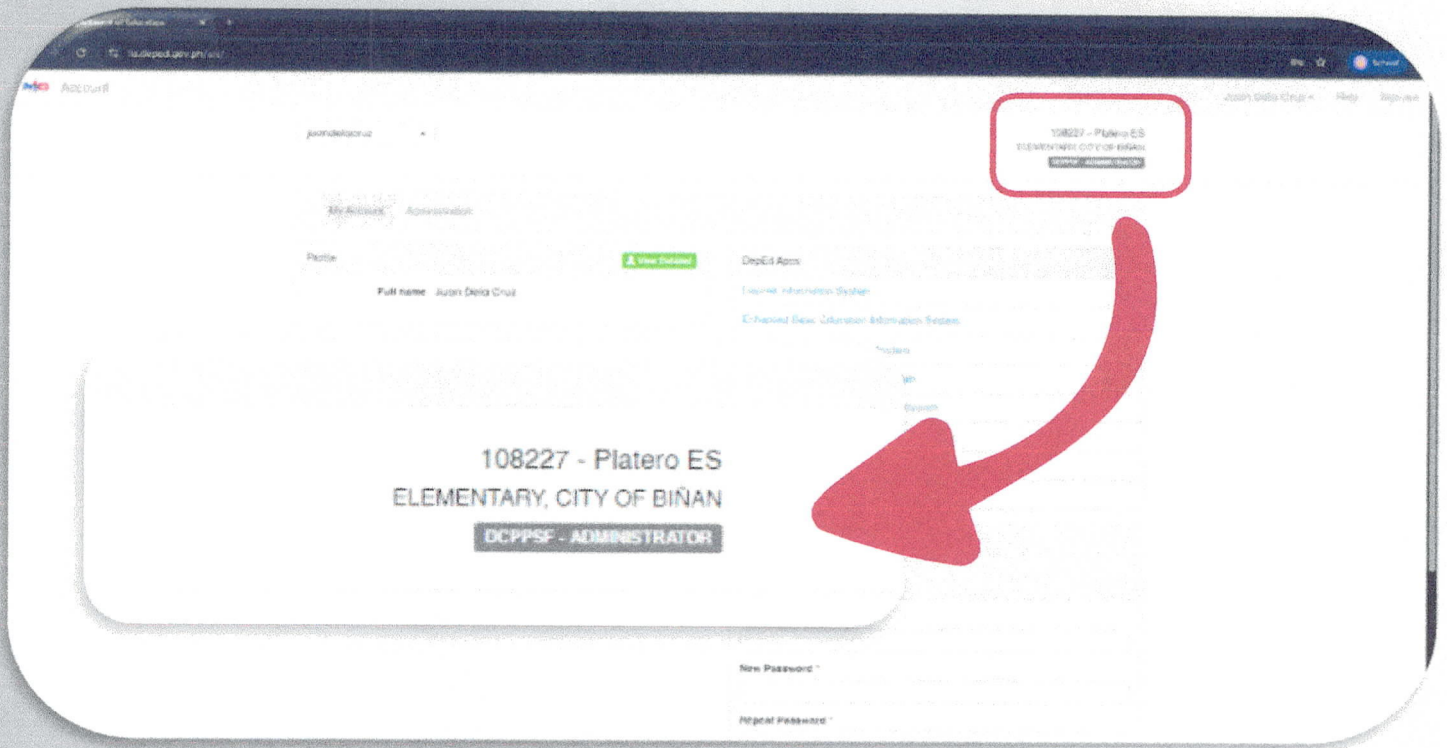
1. Open your preferred web browser (e.g., Chrome, Edge, Safari)
2. On the address bar, **type**: <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



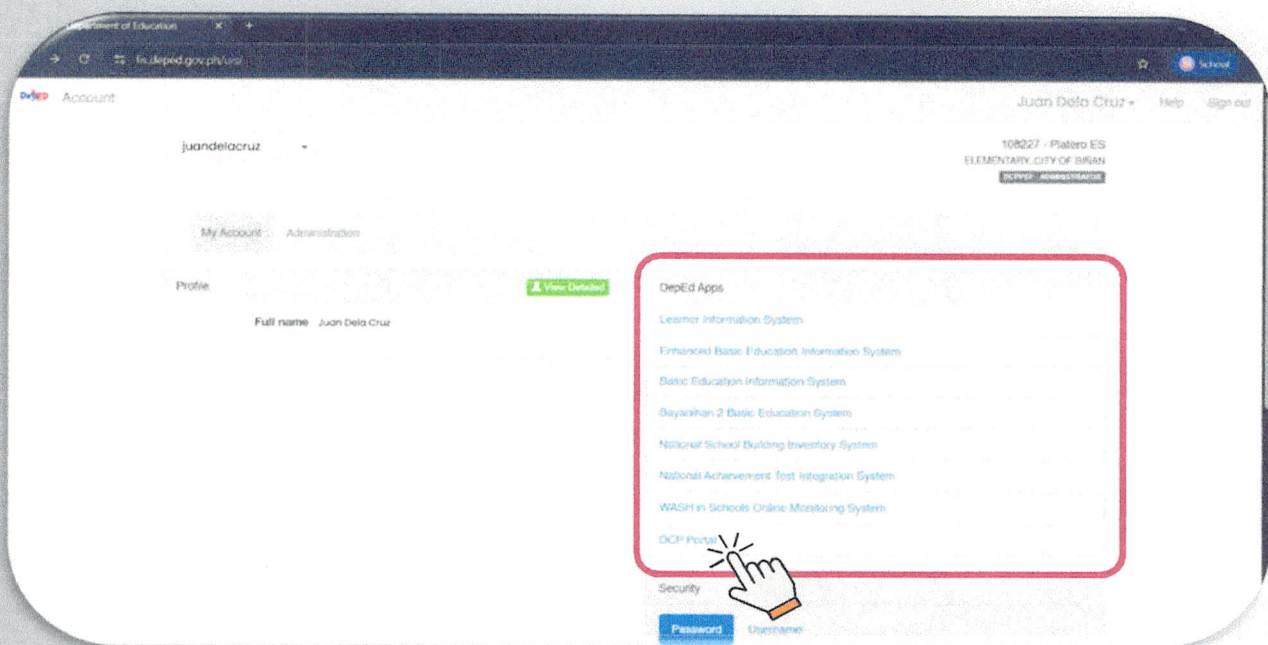
3. Upon reaching the **Log-in page**, you are required to **sign-in** using your own **LIS account**.



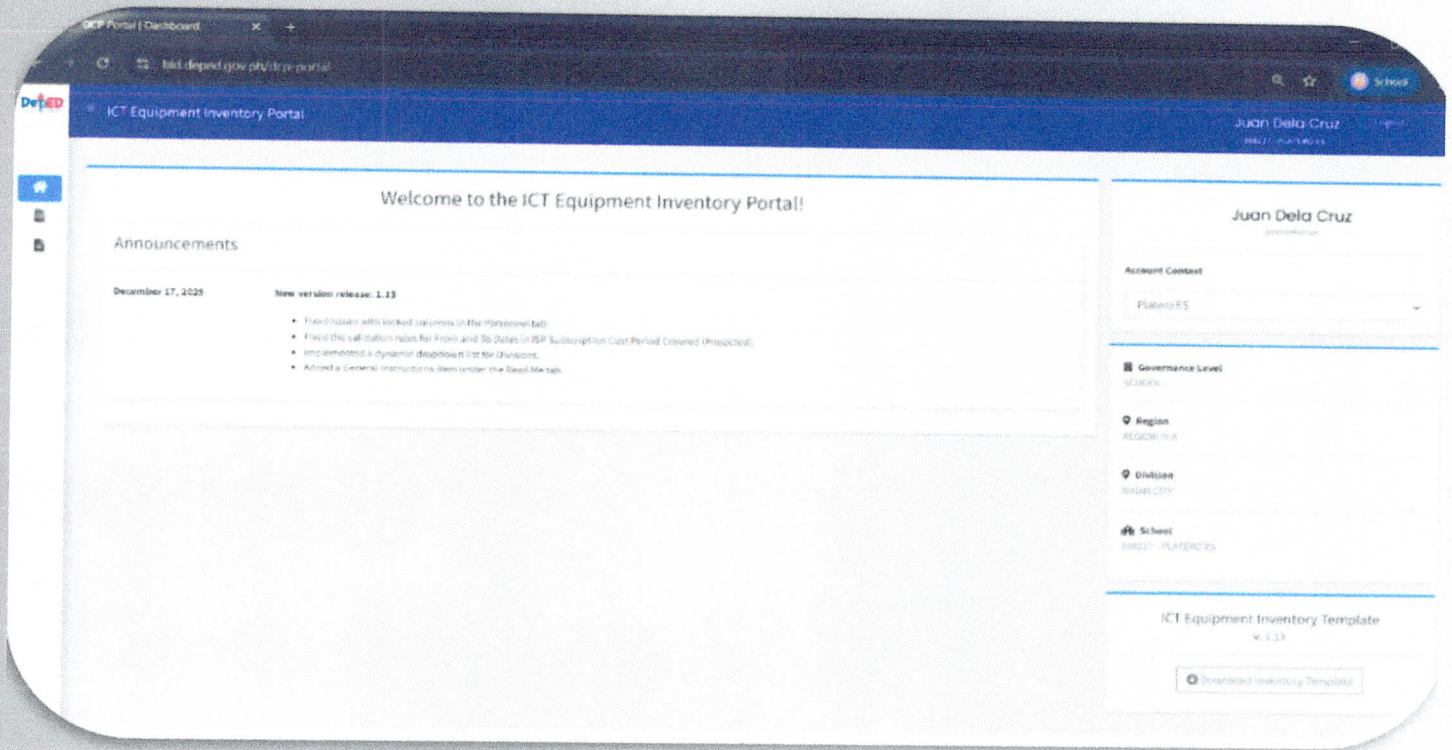
4. After **signing-in** as **DCP Administrator**, **verify** it by checking at the top right of the interface showing the “**DCPPSF – ADMINISTRATOR**” tag.



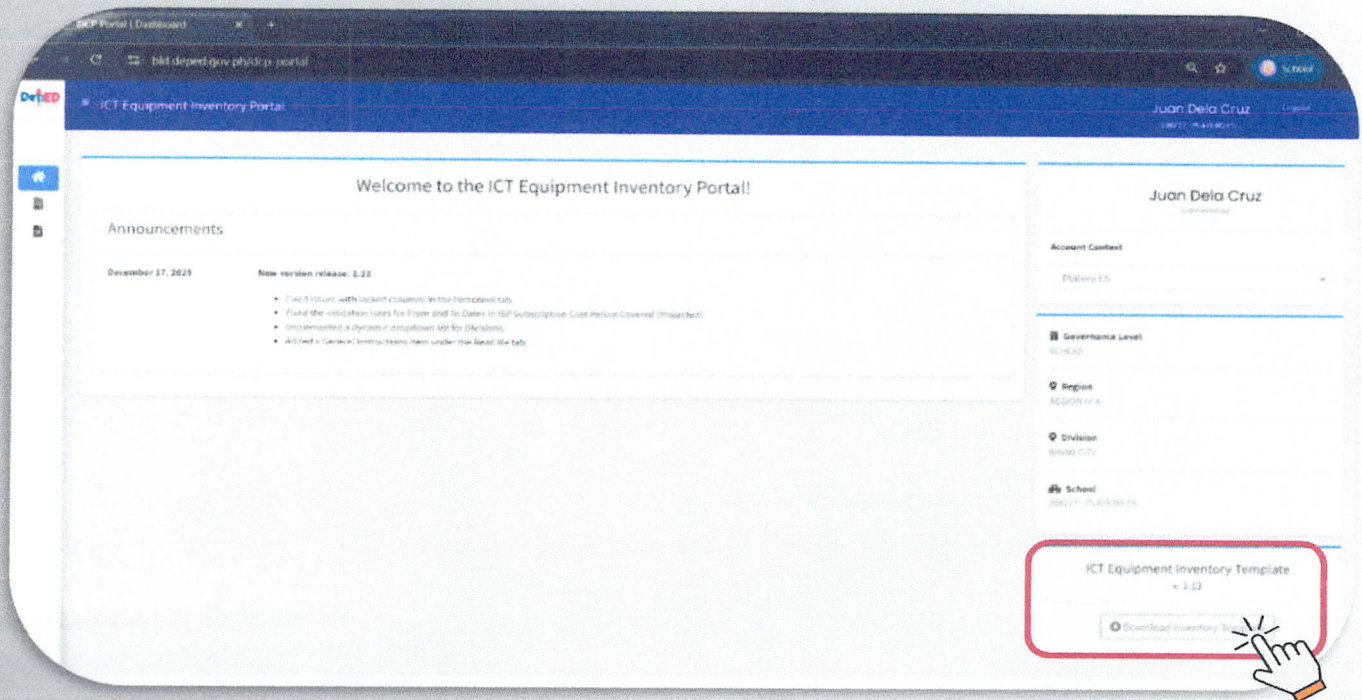
5. **Navigate** to the **DCP Portal** by **clicking** on it under the list of **DepEd Apps**.



6. DCP Portal Homepage

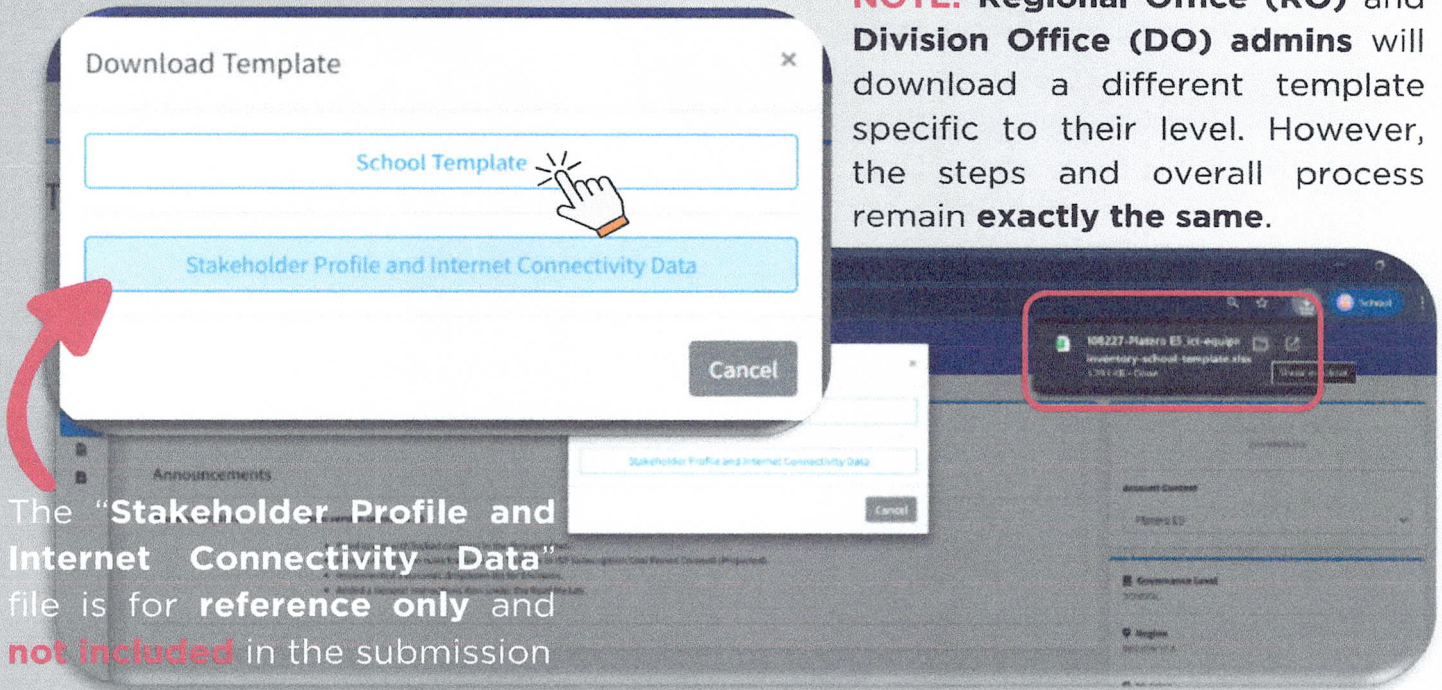


7. **Navigate** to the **ICT Equipment Inventory Template** located at the bottom right of the home page. **Click** on the button “**Download Inventory Template**”.

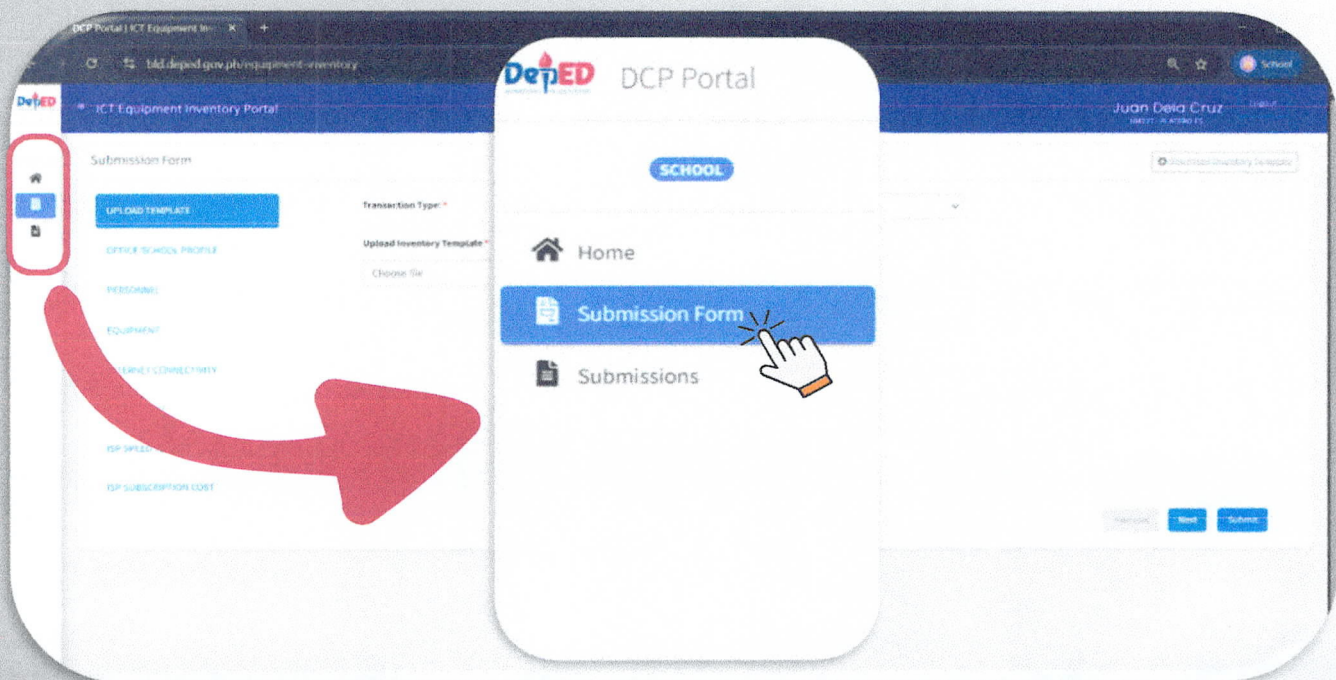


8. A **pop-up tab** will show up, **click** on the button **“School Template”** to download the **Excel template**.

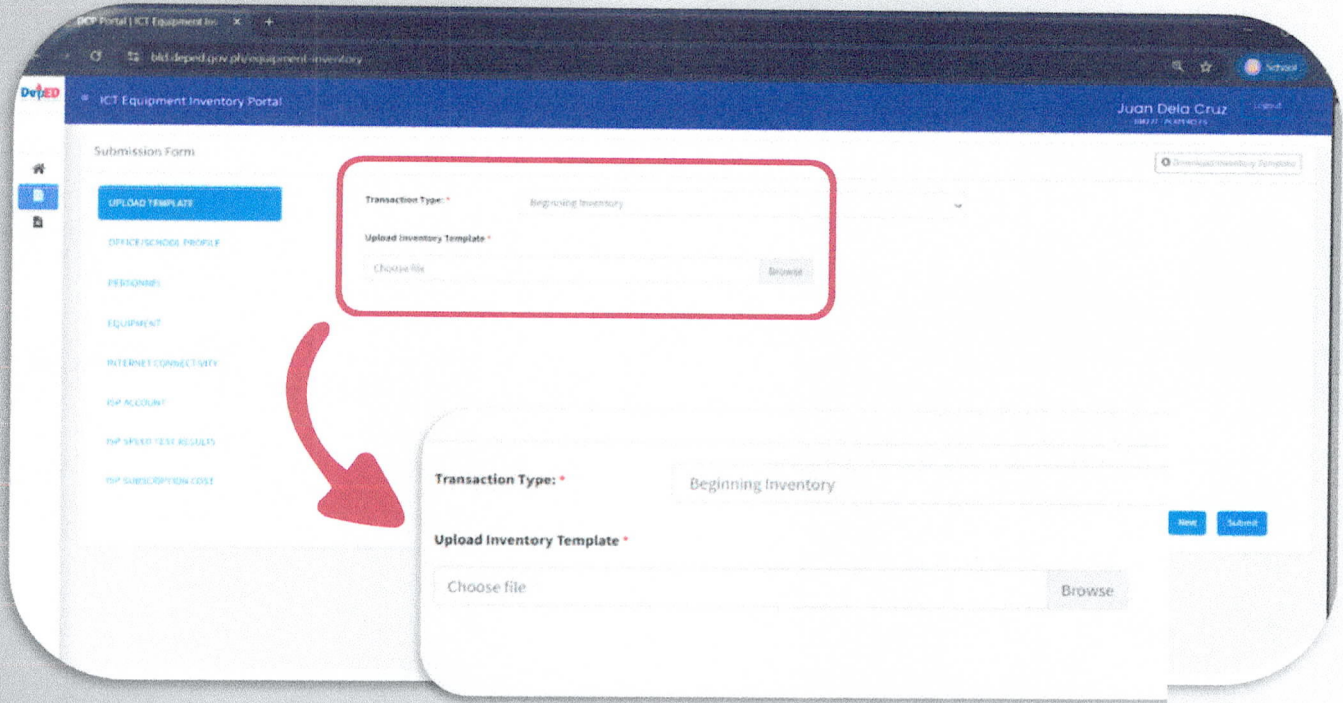
NOTE: **Regional Office (RO)** and **Division Office (DO)** admins will download a different template specific to their level. However, the steps and overall process remain **exactly the same**.



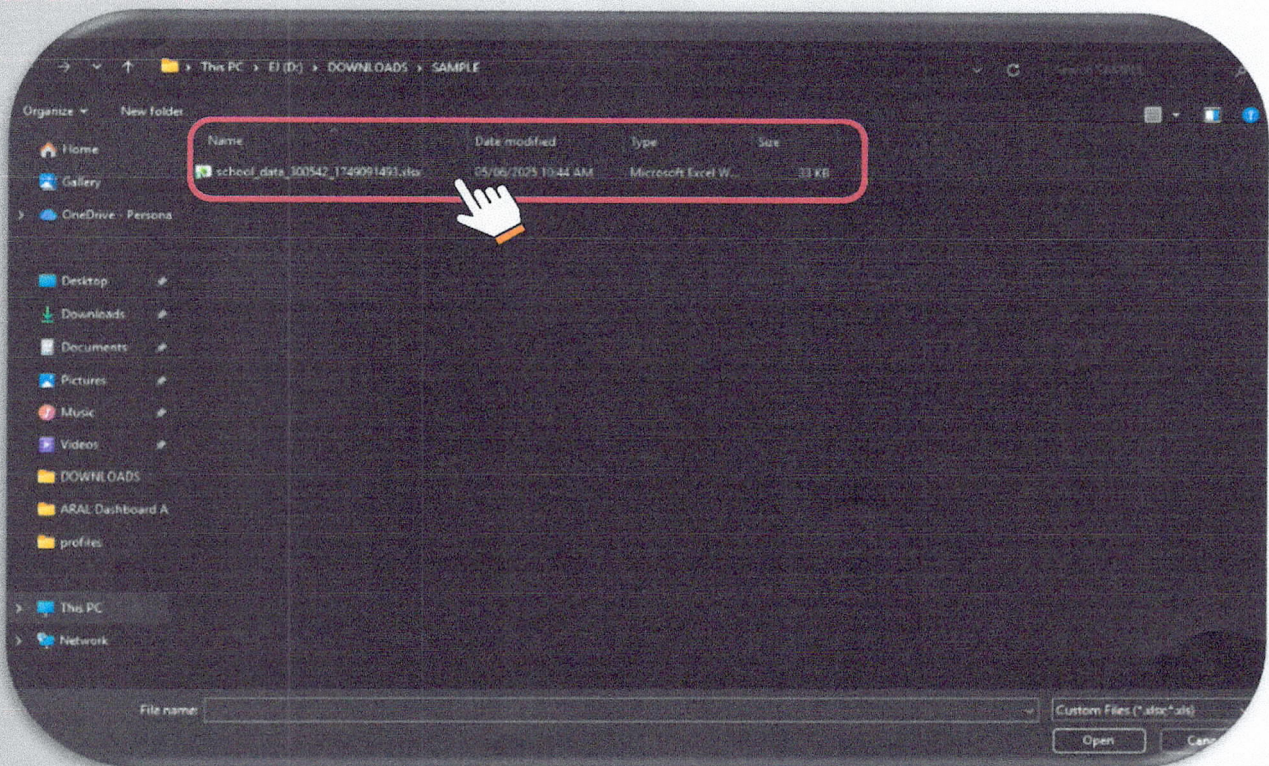
9. Once the **template** is completely filled-up, you may submit it by **navigating** the **submission button** on the left side of the page. **Click** on the **2nd button** to **submit**



10. On the **Submission Form** page, **click** on the **“Browse”** button to upload the **school template** you filled out.



11. **Navigate** to the folder where you **edited and saved** your **template file**.



12. Once the **correct file** is selected, **click** on the “**Submit**” button below.

This screenshot shows a web form for submitting an inventory. At the top right, there is a link that says "Download Inventory Template". Below this, there is a dropdown menu for "Transaction Type:" which is currently set to "Beginning Inventory". Underneath, there is a section for "Upload Inventory Template:" which contains a text field with the filename "108227-Platero ES_ict-equipment-inventory-school-template.xlsx" and a "Browse" button. At the bottom right of the form, there are three buttons: "Previous" (disabled), "Next" (disabled), and "Submit" (active). A hand icon with a pointing finger is positioned over the "Submit" button. A red rounded rectangle highlights the filename in the text field.

13. A **success message** will show up above when all fields are **correct**.

This screenshot shows the same submission form after a successful submission. A green banner at the top of the page contains the message "Inventory has been successfully submitted", which is highlighted with a red rounded rectangle. The form itself is titled "Submission Form" and has a "Download Inventory Template" link at the top right. On the left side, there is a vertical sidebar menu with several items: "UPLOAD TEMPLATE" (highlighted in blue), "OFFICE/SCHOOL PROFILE", "PERSONNEL", "EQUIPMENT", "INTERNET CONNECTIVITY", "ISP ACCOUNT", "ISP SPEED TEST RESULTS", and "ISP SUBSCRIPTION COST". The main form area contains the same "Transaction Type:" dropdown (set to "Beginning Inventory") and "Upload Inventory Template:" section with a "Choose file" button and a "Browse" button. At the bottom right, the "Previous" button is disabled, while "Next" and "Submit" are active.

Congratulations!

You have successfully reached the end of this user guide for DCP Portal Administrators and submitted your inventory template. This is an important milestone towards ensuring data integrity and compliance with the latest DCP reporting standards.

Should you have any questions or encounter any concerns, please contact the DCP PSF support team at support.dcppsf@deped.gov.ph or send a ticket at <https://tinyurl.com/PSFSupport>.

Thank you, and keep moving forward toward your goal!



DCP PSF Support & Ticketing Form