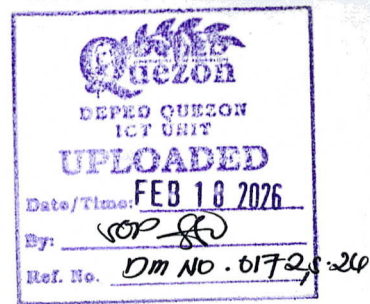




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 February 2026

DIVISION MEMORANDUM

No. 0172, s. 2026

**INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGU)
FOR CALENDAR YEAR (CY) 2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary & Secondary Schools Heads
Adopt-A-School-Program Coordinators
All Others Concerned

1. In line with Joint Memorandum dated February 11, 2026, "Guidelines on the Engagement of Contract of Service for Information and Communications Technology (ICT) needs, this office requires all schools to report the data on recent and prospective ICT device donations from LGUs beginning CY 2026, covering donations intended for delivery within the same calendar year on or before February 23, 2026 (Monday).
2. All Public Schools District Supervisors with their School heads shall coordinate to their respective Office of the Municipal Mayor and Office of the Punong Barangay to accomplished the template thru this link:

<https://tinyurl.com/QuezonLGUDonations2026>

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

ICTwbp/2/16/2026

DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas

Department of Education

JOINT MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL INFORMATION TECHNOLOGY OFFICERS
DIVISION INFORMATION TECHNOLOGY OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
DR. MALCOLM S. GARMA
Undersecretary, Operations



ATTY. MARCELINO G. VELOSO III
Assistant Secretary, Information & Communications Technology

SUBJECT : INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT
UNITS (LGUs) FOR CALENDAR YEAR (CY) 2026

DATE : 11 February 2026

1. Overview

- 1.1. Pursuant to the Joint Memorandum dated 1 October 2025, "*Guidelines on the Engagement of Contract of Service for Information and Communications Technology (ICT) Needs*," which institutionalizes the inventory of ICT equipment in schools and field offices, this Memorandum is issued to:
 - 1.1.1. reinforce and supplement ongoing inventory efforts; and
 - 1.1.2. provide the ICTS-Technology Infrastructure Division (ICTS-TID) with a reliable view of current and projected device availability to guide budget programming and procurement planning.
- 1.2. Accordingly, all field offices are directed to gather and report data on recent and prospective ICT device donations from LGUs within their jurisdictions, beginning CY 2026, covering donations intended for delivery within the same calendar year.

2. Data gathering and submission

- 2.1. All Schools Division Offices (SDOs) shall coordinate with the following LGU offices within their territorial jurisdictions:
 - 2.1.1. Punong Barangay offices
 - 2.1.2. Municipal Mayor offices
 - 2.1.3. City Mayor offices
 - 2.1.4. Provincial Governor offices
- 2.2. SDOs shall encode the gathered information in the prescribed digital form and ensure that each entry specifies:
 - 2.2.1. Device count (total number of units targeted for donation);
 - 2.2.2. Device type (e.g., laptop, desktop, tablet, printer, projector, TV/monitor, networking equipment, or other ICT device);
 - 2.2.3. Donor LGU (recent or prospective, for CY 2026); and
 - 2.2.4. Intended beneficiary group (one or more), as follows:
 - 2.2.4.1. Learners/Students
 - 2.2.4.2. Teachers
 - 2.2.4.3. School Heads
 - 2.2.4.4. Non-teaching personnel / Administrative Officers
 - 2.2.4.5. ICT personnel / ICT Coordinators
 - 2.2.4.6. Others (specify)
- 2.3. Where applicable, SDOs may indicate whether units are intended for school-level allocation (specific schools) or division-level offices, to improve inventory projection.
- 2.4. All data shall be encoded in the Google file accessible through: <https://tinyurl.com/LGUDonations2026>
- 2.5. SDOs shall complete data entry no later than 28 February 2026.

3. Regional consolidation and certification

- 3.1. All Regional Directors (RDs) shall consolidate the SDO submissions within their respective jurisdictions and certify the accuracy of the consolidated data using Annex A.
- 3.2. Submission of Annex A shall be treated as an additional requirement for divisions availing of the Program Support Fund (PSF) under the accompanying Joint Memorandum dated 1 October 2025, "*Revised Guidelines on the Utilization of the DepEd Computerization Program – Program Support Fund (DCP-PSF) for Inventory, Maintenance, and Modernization.*"

3.3. The signed Annex A shall be emailed to ICTS-TID at icts.od@deped.gov.ph not later than 28 February 2026.

4. **Inquiries**

4.1. For questions or clarifications, please contact ICTS through icts.od@deped.gov.ph or (02) 8631-9636.

Copy furnished:

Office of the Secretary
This Department

ANNEX A

ATTY. MARCELINO G. VELOSO III
Assistant Secretary
Information and Communications Technology Service
Department of Education - Central Office

Subject: **INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGUs)
FOR CALENDAR YEAR (CY) 2026**

Dear Assistant Secretary Veloso:

In line with the instruction in the 11 February 2026 Joint Memorandum titled "Inventory of ICT Donations from Local Government Units (LGUs) for Calendar Year (CY) 2026", this is to certify that this Office has checked the data submitted by our School Division Offices (SDOs) regarding the recent and prospective ICT device donations from LGUs within our jurisdiction, covering all donations that have been delivered or are intended for delivery within CY 2026, and confirm that the provided data are accurate and complete.

For your information and consideration.

Sincerely,

[NAME OF REGIONAL DIRECTOR]
[REGION]