March 6, 2026

DIVISION MEMORANDUM
No.180, s. 2026

GUIDELINES ON THE SUBMISSION AND MONITORING OF THE DCP INVENTORY TEMPLATE AND THE USE OF THE DCP PORTAL

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Cluster and School ICT Coordinators of Public Secondary Schools
Others Concerned

1. Pursuant to the Memorandum from the Office of the Assistant Secretary for Information and Communications Technology dated 27 February 2026, this Office directs all schools and concerned personnel to adhere to the guidelines regarding the **DCP Inventory Template** through the **DCP Portal**.

2. The DCP Portal serves as the official and centralized platform for monitoring and managing ICT equipment and digital resources to ensure data accuracy, timeliness, and confidentiality in compliance with the **Data Privacy Act of 2012**.

3. The DCP Portal can be accessed through the official **Learner Information System (LIS) website** at https://lis.deped.gov.ph. Upon logging in using the official LIS account, users can navigate to the DCP Portal under the list of available DepEd Apps. The official **DCP ICT Inventory Template** is available for download directly within the portal, and School Heads and designated administrators are advised to download the template from this source to ensure the use of the correct and most updated version.

4. All public schools must accurately accomplish the downloaded Excel template by ensuring that all ICT equipment, including DCP packages, donations, and other local acquisitions, are properly recorded. Once the **DCP ICT Inventory template** has been duly completed, it shall be uploaded into the **DCP Portal** through the official submission facility provided within the platform to finalize the reporting requirement.

5. To ensure a seamless submission process, the following roles and responsibilities are emphasized:

- The Division Information Technology Officer (DITO) and Administrative Officer IV (Property and Supply) shall oversee school compliance, provide technical assistance, and validate inventory templates;

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- The School Heads shall lead the utilization and submission of the template;
- The School Property Custodians shall act as the primary encoders of data in the Inventory Template;
- The School ICT Coordinators shall provide technical assistance particularly regarding the technical specifications of the ICT equipment.

5. To ensure the smooth implementation of these guidelines and provide technical walkthroughs, an **Online Orientation** will be conducted on **March 16, 2026** at **1:00PM**, via **Microsoft Teams**. The participants for this activity include School Property Custodians of Public Elementary Central Schools, School Property Custodians of all Secondary Schools, District ICT Coordinators, and all Secondary School ICT Coordinators. The meeting link for the session will be provided and disseminated through the District and Public Secondary Schools ICT Coordinators.

6. The accomplished ICT Inventory template from the schools must be uploaded in the DCP Portal on or before its final deadline on **March 31, 2026**.

7. For further technical guidance and support, personnel may access the video tutorials at **https://tinyurl.com/InventoryTemplateVID** and the Frequently Asked Questions (FAQs) at **https://tinyurl.com/FAQsDCPPSF**. Any specific concerns regarding the portal or the template should be raised by completing the online support form at **https://tinyurl.com/PSFSupport**.

8. Immediate dissemination of and strict compliance with this Memorandum is earnestly enjoined.

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Schools Division Superintendent

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