



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

March 3, 2026

**DIVISION MEMORANDUM**

No. 119, s. 2026

**CONDUCT OF ICT EQUIPMENT INVENTORY  
FOR SCHOOLS AND DIVISION OFFICE**

To : Asst. Schools Division Superintendents  
Elementary and Secondary Public Schools District Supervisors  
Elementary and Secondary School Heads  
Unit Heads and Section Heads  
All others concerned

1. Pursuant to the Revised Guidelines on the Utilization of the DepEd Computerization Program – Program Support Fund (DCP-PSF) for Inventory, Maintenance, and Modernization, issued by the Central Office on October 1, 2025, which identifies the inventory and maintenance of ICT equipment as priority activities, this Office hereby directs all public elementary and secondary schools within the Division to conduct a comprehensive ICT Equipment Inventory. This directive is likewise aligned with the agreements made during the 1st Quarterly Meeting of ICT Coordinators held on January 22, 2026, at Pulilan Central School.
2. The inventory shall encompass all ICT equipment issued to, procured by, downloaded to, or currently utilized by the school, including but not limited to desktop and laptop computers, printers, scanners, network devices, servers, storage devices, audiovisual equipment, and other ICT-related assets.
3. School Heads shall designate the School ICT Coordinator, in coordination with the School Property Custodian and Administrative Officers, to carry out the inventory and ensure that all entries accurately reflect the actual physical count, current condition, and operational status of each item.
4. School Head and School System Administrators: Shall use their designated accounts to access the DCP Portal for downloading and uploading of the templates.



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

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5. The official Excel inventory template — which shall likewise serve as the required submission — may be accessed through <https://bld.deped.gov.ph/dcp-portal>. A copy of the templates shall also be uploaded to <https://tinyurl.com/BulacanICTInventory2026> . Only Excel files shall be accepted.

The accomplished files shall be:

- Completely and accurately filled out;
  - Submit Beginning Inventory at <https://bld.deped.gov.ph/equipment-inventory>; and
  - Submit a copy through <https://tinyurl.com/BulacanICTInventory2026> on or before March 27, 2026 for monitoring and verification.
6. To ensure uniform interpretation and data consistency, schools are reminded that only ICT equipment that is physically present and verifiable at the time of inventory shall be included in the submission. Equipment that is missing, unserviceable, under repair, or recommended for disposal shall be properly indicated in the corresponding columns of the template.

For immediate clarification and concerns, you may visit the ICT Helpdesk from Mondays to Fridays, between 3:00 PM and 5:00 PM, where our team will be available to assist you

<https://tinyurl.com/ICTBulacanHelpDesk>

7. The consolidated results of this inventory shall form part of the Central Office reporting and monitoring requirements, and shall be used as basis for ICT planning, maintenance, repair, modernization, and future resource allocation.
8. Wide dissemination of this Memorandum is desired.

  
FOR **CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent 



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