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Schools Division Superintendent

**MEMORANDUM**

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

**FROM :**   
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

  
**ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary  
Information and Communications Technology

**SUBJECT :** 2025-2026 SUBMISSION OF DEPED COMPUTERIZATION PROGRAM (DCP) EQUIPMENT AND CONNECTIVITY VALIDATION, RECEIPT CONFIRMATION, FEEDBACK AND PHOTO DOCUMENTATION

**DATE :** 9 June 2026

1. Purpose

- 1.1. To validate the actual delivery, receipt, condition, deployment, use, custody, and benefit of equipment and connectivity support provided to schools, all concerned schools covered by the initial validation shall submit updated records, confirmation forms, feedback, and photo documentation.
- 1.2. The submissions shall support the reconciliation of DCP Portal entries, online form responses, property and inventory records, connectivity implementation records, and the actual equipment and services delivered to, received by, deployed in, and used by the school.
- 1.3. The documentation shall also serve as official proof of delivery, receipt, deployment, use, and implementation; support monitoring, audit, reporting, public accountability, and record correction; address claims or allegations of non-delivery, non-receipt, non-use, or non-

implementation; and provide materials for official reports, presentations, social media posts, press releases, and other public information materials showing the improvements and benefits of DCP and related connectivity initiatives.

## 2. Coverage

2.1. This initial validation shall cover schools included in the distribution or implementation lists for:

- 2.1.1. DCP laptops and smart TVs delivered in 2025; and
- 2.1.2. national connectivity initiatives implemented in 2026 by the DepEd Central Office, whether with the Department of Information and Communications Technology (DICT) or other partners.

2.2. This coverage may be expanded, as necessary, to include other DCP and connectivity implementation years, including DCP deliveries from 2022 to the present, and such other schools, equipment batches, or connectivity initiatives as may be identified by the Central Office. The necessary advisory shall be issued to provide the details of any expanded/additional coverage.

## 3. Learner Media and Data Privacy

3.1. All documentation under this Memorandum shall comply with Memorandum OM-OUOPS-2024-05-03942, titled *Guidance on Posting Learners' Images or Data Postings on Social Media*, dated 15 May 2024 (OUOPS Memorandum dated 15 May 2024).

3.2. Consistent with the OUOPS Memorandum dated 15 May 2024, the posting or sharing of learners' images, videos, personal information, or other learner data on social media or public platforms is strictly regulated to protect learner safety, dignity, and digital privacy. Prior written parental or guardian consent, and applicable learner consent or participation, in accordance with OUOPS Memorandum dated 15 May 2024, shall be secured before any learner image, video, or data is used for public posting or social media purposes.

3.3. As a rule, photos and videos submitted under this Memorandum shall focus on equipment, school personnel recipients or custodians, deployment locations, connectivity devices, and speed test results. Learners, minors, bystanders, visitors, and other unnecessary persons shall not be included.

3.4. If learners, minors, bystanders, or unnecessary persons are accidentally captured, the school shall retake the photo or blur, crop, redact, or otherwise anonymize the image before upload or public use.

## 4. Updating of Equipment Details in the DCP Portal

4.1. Each school shall update and verify all required equipment details in the DCP Portal.

4.2. The School Head, Planning Officer, Supply Officer, ICT Coordinator, Property Custodian, or other authorized school personnel shall ensure

that the following are complete, accurate, and consistent with actual school records:

- 4.2.1. school name and school ID;
  - 4.2.2. region and schools division office;
  - 4.2.3. equipment type;
  - 4.2.4. brand and model;
  - 4.2.5. serial number;
  - 4.2.6. property number or asset tag, if available;
  - 4.2.7. date of receipt;
  - 4.2.8. current condition;
  - 4.2.9. deployment location;
  - 4.2.10. name of the actual recipient, assigned user, accountable custodian, or authorized school representative; and
  - 4.2.11. DepEd email address (and if unissued / inaccessible, personal email address).
- 4.3. For laptops, the name / email address / employee number in the DCP Portal must match the actual teacher or personnel recipient.
  - 4.4. For smart TVs, the name in the DCP Portal must match the accountable custodian or authorized school representative responsible for the unit.
5. Laptop Group Photos
- 5.1. Each school shall upload group photos showing laptop recipients holding their or be in the act of using their assigned laptop units.
  - 5.2. These group photos are required validation and public accountability documents. By submission under this Memorandum, they shall be deemed public-facing by default and may be used by DepEd in official websites, social media posts, reports, presentations, press releases, and other public information materials without need of separate optional public-use consent, subject to the safeguards in this Memorandum.
  - 5.3. Before taking and uploading the group photos, the School Head shall inform all personnel appearing in the photos that:
    - 5.3.1. the photos will be used for official DCP validation, monitoring, audit, reporting, accountability, and public information purposes;
    - 5.3.2. the photos are deemed public-facing by default upon submission; and
    - 5.3.3. the photos may be posted or shared in official DepEd public information materials.
  - 5.4. Only school personnel required for validation shall appear in the group photos. Learners, minors, bystanders, visitors, or unnecessary persons shall not be included.
  - 5.5. The group photos file name shall follow this naming convention:  
<region>-<school-id>-<photo number>
  - 5.5.1. Examples: NCR-305123-1, NCR-305123-2

- 5.6. Schools with many laptop recipients may upload multiple group photos, provided that all recipients are clearly shown and identifiable for validation.
6. Individual Laptop Recipient Confirmation
    - 6.1. Each laptop recipient shall personally accomplish the Individual Laptop Recipient Confirmation Form through: [\[URL/Link to follow\]](#)
    - 6.2. The form shall collect the following:
      - 6.2.1. name of recipient;
      - 6.2.2. position/designation;
      - 6.2.3. school name and school ID;
      - 6.2.4. region and schools division office;
      - 6.2.5. date of receipt;
      - 6.2.6. laptop brand, model, and serial number;
      - 6.2.7. property number or asset tag, if available;
      - 6.2.8. confirmation that the laptop was received and is in good working condition;
      - 6.2.9. feedback on defects, usability, support needs, or other observations; and
      - 6.2.10. DepEd email address (and if unissued / inaccessible, personal email address).
    - 6.3. Each recipient shall upload photos showing:
      - 6.3.1. the complete laptop unit;
      - 6.3.2. the unit powered on and functioning;
      - 6.3.3. the brand and model;
      - 6.3.4. the serial number; and
      - 6.3.5. the property number or asset tag, if available.
    - 6.4. Photos should primarily show the equipment with the recipient. Where the recipient appears in the photo, the image shall serve as visual confirmation of receipt, possession, or custody of the assigned laptop.
  7. Smart TV Receipt Confirmation
    - 7.1. For each smart TV, the School Head, Property Custodian, Supply Officer, ICT Coordinator, or authorized school representative shall accomplish the Smart TV Receipt Confirmation Form through: [\[URL/Link to follow\]](#)
    - 7.2. The form shall collect the following:
      - 7.2.1. school name and school ID;
      - 7.2.2. region and schools division office;
      - 7.2.3. name and designation of accountable custodian or authorized school representative;
      - 7.2.4. date of receipt;
      - 7.2.5. smart TV brand, model, and serial number;
      - 7.2.6. property number or asset tag, if available;
      - 7.2.7. assigned classroom, office, or deployment location;

- 7.2.8. confirmation that the smart TV was received in good working condition and is deployed or available for use; and
- 7.2.9. feedback on defects, usability, support needs, or other observations.

7.3. The authorized school representative shall upload photos showing:

- 7.3.1. the smart TV in its deployment location;
- 7.3.2. the unit powered on and functioning;
- 7.3.3. the brand and model;
- 7.3.4. the serial number; and
- 7.3.5. the property number or asset tag, if available.

7.4. Photos shall focus on the equipment and deployment setting. Learners, minors, bystanders, visitors, and unnecessary persons shall not be included.

## 8. Connectivity Implementation Documentation

8.1. Identified schools covered by recent national connectivity initiatives implemented by the DepEd Central Office, whether with DICT or other partners, shall submit connectivity validation documentation.

8.2. The School Head, ICT Coordinator, Property Custodian, or authorized school representative shall accomplish the Connectivity Implementation Confirmation Form through: [\[URL/Link to follow\]](#)

8.3. The form shall collect the following:

- 8.3.1. school name and school ID;
- 8.3.2. region and schools division office;
- 8.3.3. name and designation of authorized school representative;
- 8.3.4. connectivity initiative, project name, or partner, if known;
- 8.3.5. date of installation, activation, turnover, or availability;
- 8.3.6. type of connectivity provided, if known;
- 8.3.7. deployment or installation location;
- 8.3.8. current operational status;
- 8.3.9. observed internet speed or performance;
- 8.3.10. issues encountered, if any;
- 8.3.11. support needed, if any; and
- 8.3.12. feedback on usefulness, reliability, accessibility, and impact on teaching, learning, or school operations.

8.4. The school shall upload photos showing, as applicable:

- 8.4.1. installed connectivity equipment, such as router, modem, access point, antenna, or related device;
- 8.4.2. connectivity equipment powered on and operating;
- 8.4.3. deployment or installation location;
- 8.4.4. laptop, tablet, mobile phone, or other device connected to the service;
- 8.4.5. speed test result using speedtest.net or a similar tool; and
- 8.4.6. group photo of authorized school personnel using laptops or mobile devices while showing the speed test result.

- 8.5. Connectivity group photos required under this section shall likewise be deemed public-facing by default and may be used in official DepEd public information materials, subject to the safeguards in this Memorandum.
- 8.6. Speed test photos or screenshots should show, when available:
  - 8.6.1. date and approximate time of test;
  - 8.6.2. download speed;
  - 8.6.3. upload speed;
  - 8.6.4. latency or ping;
  - 8.6.5. testing platform used; and
  - 8.6.6. sufficient school or device context for validation.
- 8.7. Photos and screenshots shall not show passwords, private account names, learner information, full IP addresses, MAC addresses, network credentials, QR codes, or other sensitive technical details. These shall be blurred or redacted before upload or public use.
9. Google Drive Submission
  - 9.1. All required files shall be uploaded on or before Wednesday, 17 June 2026, through the designated Google Drive folder: [\[URL/Link to follow\]](#)
  - 9.2. Each school shall create a folder using its official school name under the correct regional folder.
  - 9.3. The school folder shall contain the following subfolders, as applicable:
    - 9.3.1. Laptop Group Photos;
    - 9.3.2. Laptop Recipient Documentation;
    - 9.3.3. Smart TV Documentation; and
    - 9.3.4. Connectivity Implementation Documentation.
  - 9.4. All uploaded files must be clear, readable, complete, and properly named.
  - 9.5. The Google Drive folder shall not be made public. Open links, public folders, and unrestricted sharing settings are not allowed. Access shall be limited to authorized DepEd personnel whose official functions require access.
10. Privacy Notice and Consent in Online Forms
  - 10.1. The Individual Laptop Recipient Confirmation Form, Smart TV Receipt Confirmation Form, and Connectivity Implementation Confirmation Form shall include:
    - 10.1.1. a Privacy Notice;
    - 10.1.2. a Mandatory Privacy Acknowledgment; and
    - 10.1.3. a separate Optional Consent for Public Use of Identifiable Photos, Images, or Likeness, where applicable.

- 10.2. The Privacy Notice shall explain:
- 10.2.1. what personal information, equipment information, connectivity information, and photos will be collected;
  - 10.2.2. the purposes of collection and processing;
  - 10.2.3. who may access or receive the information;
  - 10.2.4. how the information will be stored, protected, retained, and disposed of;
  - 10.2.5. when photos may or may not be publicly used;
  - 10.2.6. the rights of the data subject; and
  - 10.2.7. the contact details of the DepEd Data Protection Officer or designated privacy contact.
- 10.3. The Mandatory Privacy Acknowledgment shall be required because the information and photos are necessary for official validation, inventory, monitoring, audit, reporting, public accountability, and related official purposes.
- 10.4. The Optional Consent for Public Use shall apply only to public-facing use of identifiable individual photos, images, or likenesses not otherwise deemed public-facing under this Memorandum. It shall not be pre-checked and shall not be required to submit the form. Refusal to give optional consent shall not affect receipt, custody, use, deployment, validation of equipment, access to connectivity, or employment status.
- 10.5. Required group photos of school personnel under this Memorandum are deemed public-facing by default and are not covered by the optional consent requirement, provided the personnel concerned were informed before the photo was taken and the safeguards in this Memorandum are observed.
- 10.6. For learner images, videos, or data, prior written parental or guardian consent and applicable learner consent shall be secured before any public posting or social media use, consistent with Memorandum OM-OUOPS-2024-05-03942.
- 10.7. The Privacy Notice, Mandatory Privacy Acknowledgment, and Optional Consent are attached as Annex A.

## 11. Use, Sharing, and Publication of Photos and Information

- 11.1. Submitted photos and information may be used for official DCP and connectivity purposes, including:
- 11.1.1. validation of delivery, receipt, installation, activation, deployment, and use;
  - 11.1.2. inventory and property accountability;
  - 11.1.3. monitoring, reporting, audit, and inspection;
  - 11.1.4. correction and reconciliation of records;
  - 11.1.5. public validation of delivered goods and implemented services;
  - 11.1.6. investigation of discrepancies, losses, transfers, non-use, non-delivery, or deployment issues;
  - 11.1.7. preparation of official reports, summaries, social media posts, press releases, presentations, and other public information materials; and

- 11.1.8. collection of feedback on equipment condition, functionality, connectivity performance, suitability, and support needs.
- 11.2. Access to submitted files shall be limited to authorized DepEd Central Office, Regional Office, Schools Division Office, school, ICT, supply, property, planning, finance, audit, legal, records, and other personnel whose functions require access.
- 11.3. Files may also be disclosed to oversight, audit, investigative, regulatory, or other authorized bodies when required by law, audit requirement, investigation, lawful order, or official government process.
- 11.4. For public-facing use, only publication-cleared copies shall be used. Before publication, the concerned office shall ensure that the material does not disclose unnecessary personal data, learner data, serial numbers, property tags, QR codes, barcodes, exact deployment locations, network credentials, IP addresses, MAC addresses, account details, or other non-public equipment or connectivity information, unless disclosure is legally authorized, necessary, proportionate, and cleared for official use.

## 12. Retention and Security

- 12.1. Submitted files shall be retained only for as long as necessary for validation, monitoring, audit, accountability, reporting, legal, archival, records management, or other authorized official purposes.
- 12.2. After the applicable retention period, files shall be securely archived, deleted, disposed of, or anonymized in accordance with applicable records retention and data privacy rules.
- 12.3. All personnel with access to submitted information and photos shall keep them confidential and use them only for authorized official purposes.
- 12.4. For privacy-related concerns or requests, data subjects may contact: [dataprivacy.dpo@deped.gov.ph](mailto:dataprivacy.dpo@deped.gov.ph).

## 13. Responsibility

### 13.1. The School Head shall ensure that:

- 13.1.1. DCP Portal entries are complete, accurate, and updated;
- 13.1.2. form responses match actual equipment, connectivity, and property records;
- 13.1.3. uploaded files are clear, complete, and properly named;
- 13.1.4. personnel appearing in group photos are informed that the photos are deemed public-facing by default;
- 13.1.5. ensure that the School Head Certification for Group Photos (Annex B) is completed and uploaded to the corresponding school folder under Item 9.3.1 of this Memorandum.
- 13.1.6. learners, minors, bystanders, visitors, and unnecessary persons are excluded or blurred;
- 13.1.7. learner images, videos, or data are not posted or submitted for public use without the required written parental or guardian consent and applicable learner consent;

- 13.1.8. online forms include the required Privacy Notice, Mandatory Privacy Acknowledgment, and Optional Consent sections; and
- 13.1.9. optional consent for public use is not treated as a requirement for receipt, custody, use, validation of equipment, or access to connectivity.
  
- 13.2. Regional and Division ICT Officers, Supply Officers, Property Custodians, Planning Officers, and other concerned personnel shall assist schools in submitting, validating, correcting, and reconciling records.
- 13.3. If discrepancies are found between the DCP Portal, form responses, uploaded documentation, property records, connectivity records, and actual equipment or services, the school shall immediately coordinate with the concerned Division personnel for validation and correction.
- 13.4. These submissions do not replace existing property, inspection, acceptance, inventory, accounting, audit, connectivity monitoring, or records management requirements. They shall serve as additional validation and accountability documents.
- 13.5. All concerned offices and schools are directed to ensure timely and complete compliance.
  
- 14. For further concerns or inquiries, please contact us at **8633-7256** or via email at [osasict@deped.gov.ph](mailto:osasict@deped.gov.ph).
  
- 15. For immediate dissemination and compliance.

## Annex A

### Required Privacy Notice and Consent Text for the Online Forms

The following text shall be included in the Individual Laptop Recipient Confirmation Form, the Smart TV Receipt Confirmation Form, and the Connectivity Implementation Confirmation Form, with minor adjustments as needed.

#### A.1 Privacy Notice

##### **Privacy Notice**

1. The Department of Education will collect and process the information and files submitted in this form, including your name, position/designation, school, school ID, region, schools division office, equipment details, serial number, property number or asset tag if available, confirmation responses, uploaded photos, timestamps, email address or account identifier if enabled, and uploaded file metadata.
  2. If a submitted photo shows your face, image, or likeness, the photo will also be treated as personal information.
  3. The information and photos will be used for DCP equipment validation, inventory reconciliation, property accountability, audit, monitoring, reporting, correction of records, investigation of discrepancies, and related official government purposes.
  4. The information may be accessed by authorized DepEd Central Office, Regional Office, Schools Division Office, school, ICT, supply, property, planning, finance, audit, legal, records, and other personnel whose official functions require access.
  5. The information may also be disclosed to oversight, audit, investigative, or regulatory bodies when required or authorized by law, audit requirement, investigation, lawful order, or official government process.
  6. Uploaded files will not be made publicly accessible through unrestricted links or public folders.
  7. Public use of identifiable photos will require publication review, redaction when appropriate, and/or separate optional consent when required.
  8. The data will be kept only for as long as needed for official DCP validation, monitoring, audit, accountability, reporting, legal, archival, records management, or other authorized official purposes. After the applicable retention period, the data will be securely archived, deleted, disposed of, or anonymized.
  9. For privacy-related questions or requests, you may contact: [dataprivacy.dpo@deped.gov.ph](mailto:dataprivacy.dpo@deped.gov.ph).
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#### A.2 Mandatory Privacy Acknowledgment

I acknowledge that I have read and understood the Privacy Notice. I understand that my information and uploaded documentation will be processed for official DCP validation, inventory reconciliation, property accountability, audit, monitoring,

reporting, correction of records, investigation of discrepancies, and related official government purposes.

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### A.3 Optional Consent for Public Use

I voluntarily consent to the Department of Education's use, publication, and sharing of my identifiable photo, image, or likeness in official DCP reports, websites, social media posts, presentations, press releases, and other official public information materials. I understand that this consent is optional. Refusal will not affect my receipt, use, custody, deployment, or validation of the equipment, or my employment status. I may withdraw this consent prospectively by contacting [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) cc: [dataprivacy.dpo@deped.gov.ph](mailto:dataprivacy.dpo@deped.gov.ph).

## Annex B

### School Head Certification for Group Photos

#### School Head Certification

I certify that all laptop recipients appearing in the uploaded group photos were informed that the photos will be used for official DCP validation, inventory, monitoring, audit, reporting, and accountability purposes.

I certify that the uploaded photos do not include students, minors, bystanders, visitors, or other persons not required for validation. If such persons were included, they were blurred, cropped out, or otherwise made not reasonably identifiable.

I understand that uploading group photos for validation does not automatically authorize the public posting or sharing of raw or unredacted photos showing identifiable personnel.

For public use of group photos, the school or office intending to publish the photo shall ensure that the identifiable personnel gave separate optional consent, or that the photo has been properly cropped, blurred, redacted, or anonymized.

**Name of School Head:** \_\_\_\_\_

**School:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**Region:** \_\_\_\_\_

**Schools Division Office:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_