



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



October 26, 2026

DIVISION MEMORANDUM

No. ~~44~~, s. 2026

**NOMINATION OF TEACHERS AS RECIPIENTS OF THE DCP LAPTOP
FOR TEACHERS PACKAGES (FY 2025C AND FY 2026)**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Elementary and Secondary Public Schools District Supervisors
Elementary & Secondary School Heads
School Property Custodian
All Others Concerned

1. RATIONALE AND LEGAL BASIS

1.1. Pursuant to DepEd Order No. 16, s. 2023, otherwise known as the Revised Guidelines on the Implementation of the DepEd Computerization Program, and in preparation for the allocation and deployment of Laptop for Teacher packages funded under FY 2025 Continuing Appropriations (FY 2025C) and FY 2026, the concerned offices and schools are directed to identify and nominate qualified teacher-recipients in accordance with this Memorandum. These laptop packages are designated for public school teachers to support the delivery of quality basic education in the digital age.

2. ELIGIBILITY CRITERIA

2.1. To qualify for the allocation of laptops for teachers, recipients must meet the following conditions:

2.1.1. Active teaching assignment. The nominee must be an incumbent public school teacher with actual teaching functions and must be officially assigned to the recipient school appearing in the approved allocation list as of the date of nomination.

2.1.2. No existing serviceable government- or school-issued laptop. The nominee must not have an existing serviceable laptop issued by



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

Website: <https://bulacandeped.com.ph>

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DepEd, another government entity, the local government unit, or through a donation formally accepted and recorded by the school. Priority shall be given to teachers who have not previously received a laptop for official use.

A teacher whose previously issued laptop has been officially declared unserviceable, lost due to a duly documented fortuitous event, or otherwise cleared from accountability in accordance with applicable property and accounting rules may be considered, subject to validation by the Schools Division Office.

2.1.3. Digital literacy and account compliance. The nominee must have an active DepEd-provided account and shall complete the required multifactor authentication and other applicable account-security requirements prior to device issuance or turnover.

2.2. Prioritization. If the number of qualified teachers exceeds the school's allocation, the School Head shall apply transparent and documented prioritization based on the following order:

2.2.1. Teachers without an existing serviceable government- or school-issued laptop;

2.2.2. Teachers whose actual teaching assignments require regular use of digital learning resources and platforms;

2.2.3. Teachers handling multiple classes or learning areas requiring digital lesson preparation and delivery; and

2.2.4. Other relevant operational considerations documented by the School Head.

Seniority, position, personal relationship, or non-instructional considerations shall not, by themselves, confer priority.

3. NOMINATION AND SUBMISSION OF RECIPIENT NAMES

3.1. The allocation lists for DCP Laptop for Teacher for FY 2025C and FY 2026 can be accessed through this link:

<https://tinyurl.com/DCP2026L4TAllocation>



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3.2. Based on the approved allocation per recipient school, School Heads are directed to nominate qualified teachers in accordance with the eligibility and prioritization criteria under this Memorandum and submit their nominations through the following link:

<https://tinyurl.com/BulacanL4Tnomination> (M365 sign-in required).

3.3. Validation and certification. Before submission, *the School Head and School Property Custodian* shall jointly validate the nominee against the school's property, donation, and issuance records. The School Head shall certify that the nomination was made in accordance with the eligibility and prioritization criteria under this Memorandum. The Schools Division Office may conduct further validation and require supporting documents before confirming the final recipient.

3.4. Corrections and substitution. Any correction or proposed substitution after submission must be supported by a written justification from the School Head and approved by the Schools Division Superintendent or authorized representative before device issuance. Substitution shall not be allowed after the recipient has signed the applicable property acknowledgment or accountability document, except for duly justified cases processed under applicable property rules.

3.5. Deadline: Nominations shall be submitted on or before **October 28, 2026**. The Schools Division Offices shall monitor compliance and immediately coordinate with schools that have not submitted by the deadline. Unjustified failure to comply may be addressed in accordance with existing DepEd rules and applicable due-process requirements.

4. DEVICE INFORMATION

4.1. The laptops shall be provided in accordance with the approved technical specifications, contractual requirements, and applicable DCP implementation guidelines. Detailed requirements concerning device specifications, warranty, device management, security, software, training, and other supplier obligations shall be governed by the applicable procurement and contract documents.



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5. DELIVERY ARRANGEMENTS

5.1. The Laptop for Teacher packages shall be delivered directly to the identified recipient schools in accordance with the approved delivery arrangements under the applicable contract.

6. CONTACT INFORMATION

6.1. For queries, clarifications, or concerns regarding the implementation of this Memorandum, please contact Mr. Marco Paolo M. Victoriano, Information Technology Officer I, Information and Communications Technology Unit, through ictsbulacan@deped.gov.ph. Matters requiring further technical assistance or guidance shall be endorsed to Engr. Marvin M. Dela Cruz, Information Technology Officer II, Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID), through icts.tid@deped.gov.ph.

7. GUIDANCE AND ENJOINDER

7.1. All concerned are enjoined to ensure compliance with the eligibility criteria, validation and nomination procedures, and submission deadline prescribed under this Memorandum.

Immediate dissemination and appropriate action on this Memorandum are directed.


CECILIA E. VALDERAMA PhD, CESO VI
Schools Division Superintendent



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Inclosure 1: [DCP Laptop Eligibility Checklist](#)

DEPARTMENT OF EDUCATION						
DCP LAPTOP FOR TEACHER PACKAGES						
ELIGIBILITY CHECKLIST						
FY 2025 Continuing Appropriations and FY 2026						
Name of Nominee:		Position/Item:				
School Name:		School ID:				
District:		Division:	SDO Bulacan			
DepEd Email:		Date Validated:				
A. MANDATORY ELIGIBILITY CRITERIA						
No.	Criterion	Verification Statement	Yes	No	N/A	Evidence / Remarks
1	Active teaching assignment	The nominee is an incumbent public school teacher with actual teaching functions.	☐	☐	☐	Appointment/assignment record or certification
2	Official school assignment	The nominee is officially assigned, as of the nomination date, to the recipient school appearing in the approved allocation list.	☐	☐	☐	Approved allocation list and school assignment record
3	No existing serviceable issued laptop	The nominee has no existing serviceable laptop issued by DepEd, another government entity, the local government unit, or through a donation formally accepted and recorded by the school.	☐	☐	☐	Property, donation, and issuance records
4	Previously issued laptop, if applicable	A previously issued laptop has been officially declared unserviceable, lost due to a duly documented fortuitous event, or otherwise cleared from accountability under applicable property and accounting rules. This is subject to SDO validation.	☐	☐	☐	Supporting documents and clearance
5	Active DepEd-provided account	The nominee has an active DepEd-provided account.	☐	☐	☐	Verified DepEd account
6	Account-security compliance	The nominee shall complete multifactor authentication and other applicable account-security requirements before device issuance or turnover.	☐	☐	☐	MFA/account-security verification
B. PRIORITIZATION						
If the number of qualified teachers exceeds the school's allocation, the School Head shall apply transparent and documented prioritization based on the following order:						
1. Teachers without an existing serviceable government- or school-issued laptop;						
2. Teachers whose actual teaching assignments require regular use of digital learning resources and platforms;						
3. Teachers handling multiple classes or learning areas requiring digital lesson preparation and delivery; and						
4. Other relevant operational considerations documented by the School Head.						
Note: Seniority, position, personal relationship, or non-instructional considerations shall not, by themselves, confer priority.						
C. ELIGIBILITY DETERMINATION						
☐ ELIGIBLE All applicable mandatory criteria have been met.						
☐ NOT ELIGIBLE One or more mandatory criteria have not been met.						
☐ FOR FURTHER VALIDATION Additional supporting documents or SDO validation are required.						
D. VALIDATION AND CERTIFICATION						
We jointly certify that the nominee was checked against the school's property, donation, and issuance records and that the information indicated in this checklist is true and correct based on available records.						
School Property Custodian Signature over Printed Name / Date			School Head Signature over Printed Name / Date			
Reference: ICTS-OD Memorandum ICTS-OD-MEM-102226-T3-1, "Nomination of Teachers as Recipients of the DCP Laptop for Teacher Packages (FY 2025G and FY 2026)," dated October 22, 2026.						
DCP Laptop for Teacher Packages - Eligibility Checklist						