



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 12, 2026

DIVISION MEMORANDUM
No. 128, s. 2026

**SUBMISSION AND UPDATING OF DCP ICT INVENTORY THROUGH
THE DCP PORTAL AND SCHEDULED VIRTUAL MEETING**

To: Public Schools District Supervisor/Districts- In Charge
Schools Heads
District/School ICT Coordinators
School Property Custodians
All others concerned

1. In line with **DepEd Order No. 76, s. 2023** and the **OASICT Memorandum dated 27 February 2026**, all public elementary and secondary schools in the Division of Northern Samar are directed to use the DCP Portal as the official platform for the submission and monitoring of ICT inventory.

Key Instructions

- a. All schools shall accomplish and submit their ICT Inventory Template through the DCP Portal only.
 - b. School Heads shall ensure the accuracy and completeness of submitted data and may designate up to four (4) coordinators to assist in encoding and updating.
 - c. The ICT Inventory must be updated at least once every month, reflecting new acquisitions, repairs, transfers, disposals, losses, or changes in asset status.
 - d. The Division ICT Office shall validate submissions and provide technical assistance as needed.
 - e. All concerned personnel must strictly observe the Data Privacy Act of 2012.
2. To discuss the guidelines, demonstrate the DCP Portal process, and address concerns, a virtual meeting is scheduled as follows:
 - Participants: School Heads, District/School ICT Coordinators, and School Property Custodians.
 - Date: March 17, 2026



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Email Address: northernsamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>

- Time: 1:00 PM – 3:00 PM
 - Platform: Online (QR Code link below)
3. Participants are requested to visit the link <https://bit.ly/4cKi79h> or scan the QR code provided to join the meeting and ensure active participation.

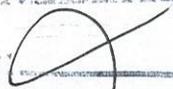


4. All required submissions and updates must be completed on or before 31 March 2026.
5. For technical concerns, schools may coordinate with the Division ICT Unit or refer to official DCP Portal guides and advisories.
- Video Guide: <https://tinyurl.com/InventoryTemplateVID>
 - FAQs: <https://tinyurl.com/FAQSDCPPSF>
 - Support Form: <https://tinyurl.com/PSFSupport>
6. For guidance and strict compliance.


GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By 

Date: 16 MAR 2026