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

DIVISION MEMORANDUM
No. 474, s. 2026

TO	:	**Public Schools District Supervisors (PSDSs)** **Elementary and Secondary School Heads** **School Property Custodians** **ICT Coordinators** **All Others Concerned**
FROM	:	**GAUDENCIO C. ALJIBE JR., PhD, CESO V** Schools Division Superintendent
SUBJECT	:	**DOCUMENTATION, REPORTING, AND DISTRIBUTION GUIDELINES FOR DELIVERED LAPTOPS IN SCHOOLS**
DATE	:	**November 12, 2026**

1. In line with the ongoing delivery and deployment of Information and Communications Technology (ICT) equipment to public schools, all School Heads, School Property Custodians, and ICT Coordinators are hereby directed to strictly observe the following guidelines regarding the documentation, reporting, and distribution of laptops received in their respective schools:

    a. **School-Level Documentation:** All schools must conduct a thorough physical inventory and proper documentation of all laptops delivered and received on-site. Complete records, including serial numbers and property tags, must be maintained by the School Property Custodian.

    b. **Submission of Report to the Supply Office:** Schools must submit an official consolidated report to the **Division Supply Office** detailing the exact quantity of laptops received, the specific brand and model of the units, and their corresponding technical specifications.

    c. **Submission of Incident Reports:** Should any discrepancies, physical damages, missing accessories, or technical defects be discovered during the delivery and inspection process, the School Head and Property Custodian must immediately prepare and submit a formal **Incident Report** to the Division Supply Office for proper action and warranty claims.

    d. **Prioritization of Recipients:** In the issuance and distribution of the units, schools must strictly **prioritize teaching personnel who have not yet been issued a laptop**. Proper Memorandum Receipt (MR) or Inventory Custodian Slip (ICS) must be accomplished prior to the release of the units to the teachers.

    e. **Coordination with the Supply Office:** For any clarifications, validation of delivery receipts, or assistance regarding the turnover and documentation process, schools are advised to closely coordinate with the **Division Supply Office**.

2. Immediate and wide dissemination of this Memorandum is desired.

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Schools Division Superintendent

DepEd Northern Samar
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