



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 23 2026

DIVISION MEMORANDUM
No. 033, s. 2026

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

To: Assistant Schools Division Superintendent
Division Chiefs and Section Heads
Education Program Supervisors
Public School District Supervisors
Heads of Public Elementary and Secondary Schools
School ICT Coordinators
School Property Custodians
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 01 October 2025, which mandates the inventory and maintenance of ICT equipment as a priority activity, this Office hereby directs the conduct of an ICT Equipment Inventory in all public elementary and secondary schools within the Schools Division of Bataan.
2. The inventory shall cover all ICT equipment issued, procured, downloaded, or currently in use by the school, including but not limited to desktop and laptop computers, printers, scanners, network devices, servers, storage units, audiovisual equipment, and other ICT-related assets.
3. School Heads shall designate the School ICT Coordinator, in coordination with the School Property Custodian, to conduct the inventory and ensure that all entries reflect the actual physical count, current condition, and operational status of each item.
4. The official Excel inventory template, which shall also serve as the required submission, may be accessed through the ICTU shared drive at:
<https://tinyurl.com/2026-SCH-ICT-INVENTORY-FILE> or by scanning the QR in Enclosure 1 for the step-by-step instruction.



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No other format shall be accepted. The accomplished file shall be:

- Completely and accurately filled out;
- Reviewed and certified as correct by the School Head; and
- Submitted in the ICTU folder **on or before February 13, 2026**, through the designated online submission form.

Detailed submission instructions are provided in Enclosure 2.

5. To ensure uniform interpretation and data consistency, schools are reminded that only ICT equipment physically present and verifiable at the time of inventory shall be included in the submission. Equipment that is missing, unserviceable, for repair, or recommended for disposal shall be properly indicated in the appropriate columns of the template.
6. In addition, a **general meeting** via online meeting platform shall be conducted on **January 29, 2026, at 1:30 PM through MS Teams** for the School ICT Coordinators and School Property Custodians to discuss the ICT Equipment Inventory template, clarify reporting guidelines, and address questions or concerns related to the inventory process, by joining via link: <https://tinyurl.com/2026-SDOBTN-ICTINVENTORY-MTG> or scanning this QR code below:



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 within SDO Bataan.
8. For information, guidance, and strict compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

IT1/rma
January 21, 2025



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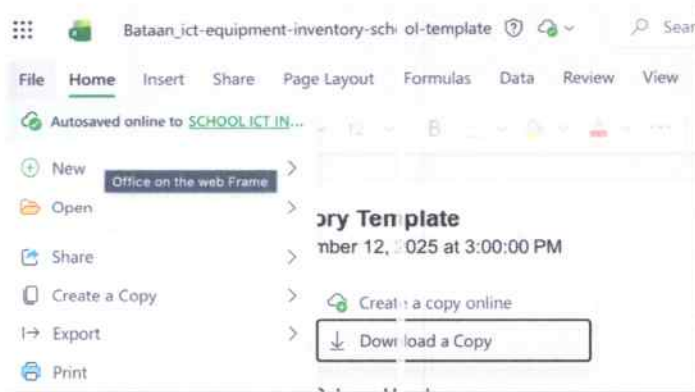
Enclosure 1 to Division Memorandum No ____, s. 2026

Steps for Downloading the Official Excel Inventory Template

1. **Open your web browser** on any device with internet access.
2. **Go to the ICTU shared drive link** by typing or clicking:
<https://tinyurl.com/2026-SCH-ICTINVENTORY-FILE>.
3. If preferred, **scan the provided QR code** using a mobile phone to access the same file directly.



4. Once the folder opens, **locate the file named "Bataan_ict-equipment-inventory-school-template.xlsx"** (or the designated filename).
5. **Download the template** by selecting the File>Create a Copy Sub-Menu and choosing *Download a Copy* from your browser or cloud storage menu.



6. **Save the file** to your device using the **official filename starting with [SchoolID_SchoolName_Filename].xlsx** file format, without altering the template format or structure.
7. Proceed to **completely and accurately fill out all required fields**.
8. Have the accomplished file **reviewed and certified correct by the School Head**.
9. **Upload the completed and certified template** to the ICTU submission folder **on or before February 6, 2026**, using the official submission link provided.



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Enclosure 2 to Division Memorandum No ____, s. 2026

Submitting the ICT Inventory via Online Submission Form

1. **Prepare the file:** Complete the official Excel template, certify it with the School Head, and save using the format **[SchoolID_SchoolName_Filename].xlsx**
2. **Open the Google Form** using the official submission link:
<https://tinyurl.com/2026-SDOBTNICINVENTORY-SUBMIT>

QR Code



3. **Fill out required school details** (School Name, School ID, School Property Custodian, School ICT Coordinator, School Head and Contact Info).
4. **Upload the Excel file** in the section labeled *Upload ICT Inventory File*.
5. **Review all entries**, tick the confirmation checkbox, and click **Submit**.
6. Ensure submission is completed **on or before February 13, 2026**.