



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

OFFICE MEMORANDUM
No. 04, s. 2026

TO : ALL DIVISION CHIEFS AND UNIT HEADS
Schools Division Office of Bataan

FROM : **CAROLINA S. VIOLETA, EdD, CESO V**
Schools Division Superintendent

DATE : January 21, 2026

TO : **CONDUCT OF THE NATIONAL ICT EQUIPMENT
INVENTORY AND IMPLEMENTATION OF
PRIME-HRM SYSTEM-RELATED ACTIVITIES**

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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 within the Schools Division Office of Bataan.

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.

The ICT Unit Personnel, as well as hired ICT Support Personnel (COS), are hereby authorized to conduct the required ICT Equipment Inventory within all SDO premises, including offices, storage areas, and technical workspaces, for the purpose of verification, tagging, documentation, and consolidation of ICT asset data in coordination with the Supply Office and Personnel Services Office.

In preparation for the Division's participation in the PRIME Human Resource Management (PRIME-HRM) System adoption, the ICT Unit shall also commence activities related to dataset encoding, data validation, and system auditing. These



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tasks require significant and labor-intensive manhours to ensure compliance with CSC standards and readiness for full system implementation.

To ensure the timely completion of the National ICT Inventory and PRIME-HRM-related activities, all personnel are hereby informed that the ICT Unit will temporarily scale down routine onsite technical assistance and support services. Starting today, January 21, 2026, only urgent, high-priority, and instruction-critical concerns will be accommodated during this period. Program owners and proponents are advised to maximize troubleshooting protocols and document all non-urgent ICT concerns for later scheduling.

All proponents conducting seminar activities, capacity-building sessions, or similar engagements are hereby instructed to minimize requesting the physical presence or extended participation of ICT Unit personnel, unless the activity is directly ICT-related and deemed essential. This measure ensures that ICT staff remain focused on completing the ongoing National ICT Inventory and PRIME-HRM requirements.

All unit heads are directed to provide full cooperation and ensure availability of required data, equipment access, and personnel support. Non-compliance or delayed submissions may affect the Division's reporting obligations to the Central Office and the implementation timeline of PRIME-HRM.

For guidance and strict compliance.

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January 21, 2026