



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

FEB 11 2026

**DIVISION MEMORANDUM**

No. 093 s. 2026

**EXTENSION OF NATIONAL ICT INVENTORY UPLOADING AND PROVISION  
OF HELP DESK SUPPORT MATERIALS**

**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. This Office announces the extension of the deadline for the uploading of the National ICT Inventory, in accordance with the ongoing inventory activities mandated by the Central Office. To give schools with sufficient time to complete, review, and validate their submissions, the deadline for uploading for validation is hereby **extended** until **March 6, 2026**.
2. To support the field in ensuring accuracy and completeness of submissions, the following technical assistance materials shall be made available:
  - **Helpdesk Support Form** – for reporting issues, requesting assistance, and submitting concerns. This may be assessed via link:  
<https://tinyurl.com/SDOBTNICTINV-HELPDESK>, or via QR code:



- **User Manual / Step-by-Step Guide / Recording of the Online Orientation Meeting** - for navigating the template and upload



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procedures and as reference, especially for those who were unable to attend.

- All materials may be accessed through this link:  
<https://tinyurl.com/2026-SCHOOLICTINVENTORY-FILE> or by scanning the QR code:



3. School Heads, ICT Coordinators, and Property Custodians are enjoined to maximize the use of the provided support materials and ensure that all equipment reflected in the inventory are physically verified, updated, and accurately encoded
4. For questions or technical concerns, the ICT Unit Helpdesk may be contacted using the link provided.
5. Immediate dissemination of this memorandum to all concerned is directed.

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

IT1/rma  
February 9, 2026