



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

26 JAN 2026

**DIVISION MEMORANDUM**

No. 045 s. 2026

**ORIENTATION ON INFORMATION AND COMMUNICATIONS TECHNOLOGY EQUIPMENT  
INVENTORY USING THE DEPED COMPUTERIZATION PROGRAM PORTAL**

To: Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors, SGOD and CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. This Office, through the Information and Communications Technology Unit (ICTU) shall conduct an Orientation on Information and Communication Technology (ICT) Equipment Inventory using the DepEd Computerization Program Portal on January 26, 2026, at 1:00 pm via Microsoft Teams.
2. This activity aims to discuss the following:
  - a. Use of the ICT Equipment Inventory template;
  - b. Uploading and submission of the ICT Equipment Inventory Template;
  - c. Other related matters.
3. The participants in this activity are the District ICT Coordinator, Central School Administrative Officers, Secondary School Administrative Officers, Secondary School ICT Coordinator together with ICT Unit COS personnel.
4. Immediate dissemination of this Memorandum are enjoined.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in Perpetual Index  
Under the following subjects:

ICT          INVENTORY