



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

10 MAR 2026

DIVISION MEMORANDUM

No. **131** s. 2026

**GUIDELINES ON THE SUBMISSION & MONITORING OF THE DCP INVENTORY
TEMPLATE WITHIN THE DCP PORTAL AS THE OFFICIAL PLATFORM**

To: Assistant Schools Division Superintendent
OIC – Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 231, s. 2026 titled **Guidelines on the Submission & Monitoring of the DCP Inventory Template within the DCP Portal as the Official Platform**. This Memorandum reiterates and enjoins all concerned to strictly comply with the said guidelines.

2. Key Provisions

- **School Heads** shall lead the submission of ICT Inventory Templates within the DCP Portal and may designate up to four (4) Administrative Officers as coordinators to ensure timely compliance.
- **Division IT Officers (DITOs)** shall validate the templates submitted by schools and provide technical assistance to ensure proper utilization of the portal.
- **HR and Property Officers** shall provide complete and validated personnel and property data to support accuracy and consistency.
- **Monthly Updating** of the ICT Inventory Template is required to reflect acquisitions, disposals, transfers, or losses.
- **Deadline:** All deliverables must be submitted on or before **31 March 2026**, in line with the Joint Memorandum dated October 1, 2026.



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

3. Support Materials

For reference, the following resources are available:

- Video Tutorials: <https://tinyurl.com/InventoryTemplateVID> (tinyurl.com in Bing)
- FAQs: <https://tinyurl.com/FAQsDCPPSE>
- Support Form: <https://tinyurl.com/PSFSupport>

4. Immediate dissemination of and compliance with this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent 

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

DCP

ICT



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAR 09 2026

REGIONAL MEMORANDUM

No. 231, s. 2026

**GUIDELINES ON THE SUBMISSION & MONITORING OF THE DCP
INVENTORY TEMPLATE WITHIN THE DCP PORTAL AS THE OFFICIAL
PLATFORM**

To: Assistant Regional Director
Schools Division Superintendents
Regional and Division IT Officers
Regional and Division Supply Officers
Regional and Division HR Officers
School Heads
All Others Concerned

1. Attached is a MEMORANDUM from Atty. Marcelino G. Veloso III, Assistant Secretary for Information and Communications Technology Services, dated February 27, 2026, regarding the Guidelines on the Submission & Monitoring of the DCP Inventory Template within the DCP Portal as the Official Platform, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Regional Director

Encl.: As stated

Reference: Memorandum dated February 27, 2026

To be indicated in the Perpetual Index
under the following subjects:

DATA
PROGRAMS
PROJECT

LCG/2026 ICT-RM- GUIDELINES ON THE SUBMISSION & MONITORING OF THE DCP INVENTORY TEMPLATE – 010
– March 3, 2026



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Republic of the Philippines
Department of Education

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS
REGIONAL & DIVISION SUPPLY OFFICERS
REGIONAL & DIVISION HR OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
ATTY. MARCELINO G. VELOSO III
Assistant Secretary

SUBJECT : GUIDELINES ON THE SUBMISSION & MONITORING OF THE DCP INVENTORY TEMPLATE WITHIN THE DCP PORTAL AS THE OFFICIAL PLATFORM

DATE : 27 February 2026

1. Background

- 1.1. DepEd Order (DO) No. 16, s. 2023, titled "*Revised Guidelines on the Implementation of the DepEd Computerization Program (DCP)*", provides the policy framework for equipping public schools and DepEd offices with quality and equitable ICT resources to enhance teaching, learning, governance, and operational processes. To implement DO No. 16, s. 2023, the Joint Memorandum dated 01 October 2026, "*Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs*" was issued to augment the ICT manpower in Schools Division Offices to allow them to complete the verified ICT equipment inventory and the verified personnel masterlist, among other tasks.
- 1.2. To facilitate the organized and efficient data collection by the Field Offices, ICTS-TID with the help of ADB ICT consultants developed an online portal to ensure that submissions will contain the needed details and that submissions are submitted faster. However, there are still some issues as to how submission will be made. This issuance is made to clarify and resolve these concerns.
- 1.3. This issuance reminds the Regions, Divisions, and Schools that they are expected to ensure the effective adoption and utilization of the **DCP Portal** as the centralized platform for monitoring and managing ICT equipment and digital resources. They are likewise responsible for maintaining the accuracy, timeliness, and confidentiality of all data

encoded in the system, in strict adherence to Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission.

2. Roles & Responsibilities

- 2.1. Regional Information Technology Officers (RITOs):** Shall oversee the overall compliance of their respective Divisions and Schools with the submission requirements. They shall likewise provide technical assistance on the proper utilization of the DCP Portal, as needed.
- 2.2. Division Information Technology Officers (DITOs):** Shall assist the RITOs in overseeing the compliance of their schools—through the assigned School Heads—with all submission requirements.

DITOs shall likewise validate the inventory templates submitted by schools (*further validation procedures to be detailed in a separate issuance once the system's validation features are finalized*).

Furthermore, DITOs are expected to provide technical assistance to schools, as necessary, to ensure the proper and effective utilization of the DCP Portal.

- 2.3. School Heads:** Should lead the utilization and submission of ICT Inventory Templates within the DCP Portal and ensure that all required documents are properly completed and submitted.

Furthermore, School Heads may designate **up to a maximum of four (4) Administrative Officers as coordinators** within their schools to facilitate the timely submission of the inventory template by filling out the template on or before the prescribed deadline.

- 2.4. School Head and School System Administrators:** Shall use their designated accounts to access the DCP Portal for downloading and uploading of the templates.

- 2.5. HR and Property Officers:** Shall provide the Information Technology Officers (ITOs) and School Heads with complete and validated personnel and property data. They shall also respond promptly to requests and records verification to ensure accuracy and consistency.

- 3. Ongoing Updating and Maintenance.** The ICT Inventory Template shall be regularly updated beyond the initial submission period to ensure accuracy, completeness, and alignment with actual field conditions.

- 3.1. Monthly Updating.** ITOs and School Heads, with the assistance of HR and Property Officers, shall update the ICT Inventory Template within the DCP Portal **at least once a month**. Updates shall reflect all new acquisitions, disposals, transfers, losses, or any other changes in asset status.

- 3.2. Process Ownership.** ITOs and School Heads shall establish a **systematic and institutionalized procedure** for ICT inventory management. This includes assigning appropriate personnel, defining processes, and ensuring continuous compliance with update requirements.

- 4. Reporting and Accountability.** RITOs and DITOs shall be responsible for validating the completeness and accuracy of ICT Inventory entries across all Divisions and Schools under their respective jurisdiction. Only upon thorough

verification shall the RITOs and DITOs issue a formal endorsement to the Central Office.

RITOs, DITOs, and School Heads are expected to maintain close coordination to ensure a seamless, timely, and error-free submission process. Their active cooperation is essential in maintaining data integrity, ensuring compliance with the prescribed requirements, and supporting the smooth consolidation of ICT inventory data at higher levels.

5. **Deadline.** Field Offices are reminded of the deadline for the deliverables stated in our Joint Memorandum dated 01 October 2026, which requires completion and submission of the deliverables within three (3) months from the draft of receipt of the funds. Given that the funds were downloaded to the field in December 2025, and to clarify the deadline, Field Offices must submit the deliverables **on or before 31 March 2026**.
6. As a guide in complying with this issuance, find below Video Tutorial Guides and Frequently Asked Questions (FAQs) for your reference:

Video Tutorials: <https://tinyurl.com/InventoryTemplateVID>

FAQs: <https://tinyurl.com/FAQsDCPPSF>

7. In line with these provisions, all offices concerned are advised to raise their DCP portal and ICT Inventory Template concerns by completing the online form at <https://tinyurl.com/PSFSupport> .
8. Should you have any queries and concerns regarding this matter, your office may contact Ms. Niña Rica Bernas of ICTS – Technology Infrastructure Division via email at icts.tid@deped.gov.ph or through landline at 8-633-2363.



INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DepEd Computerization Program (DCP) Portal



2026

User Guide for DCP RO/DO/School Inventory Template

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Purpose



This guide aims to provide System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

Scope



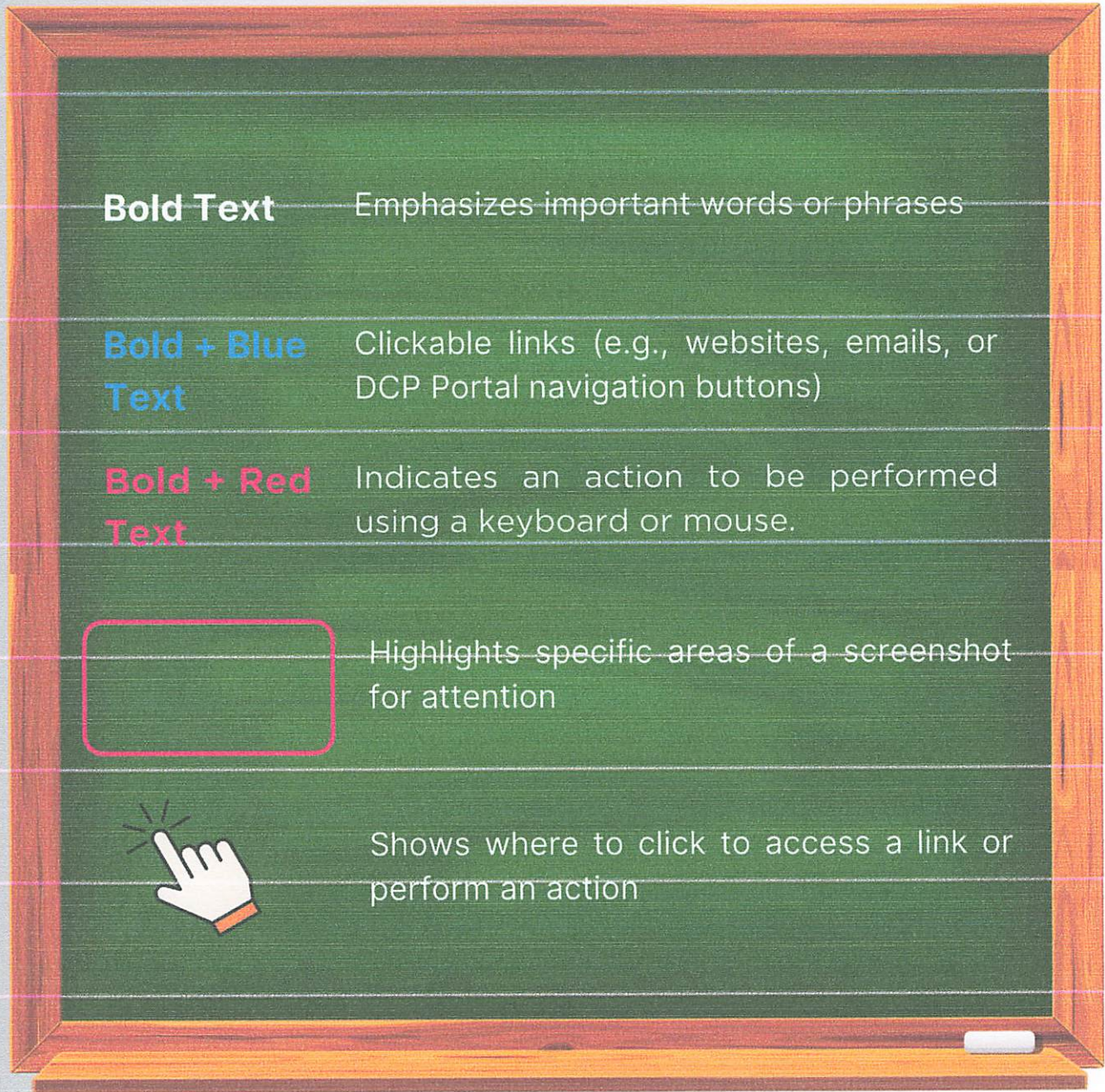
This guide applies to all Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.

NOTE: This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.



How to navigate within this User Guide





Introduction

The **DepEd Computerization Program (DCP) Portal** serves as the central hub for monitoring and managing IT equipment and digital resources across all public schools. To maintain an organized and up-to-date national database, it is essential that the data provided by each school is both accurate and standardized.

This guide is designed to streamline the reporting process for Assigned **DCP System Administrators**. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

What you need before you start



Before starting with the application, please ensure the following requirements are met to make navigating the DCP Portal easier:

A. Minimum Device Specification Requirements

- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

B. Additional Requirements

- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your own official DepEd email account (active and currently being used)

Template Overview



Locate and open your downloaded inventory template file.

DCP PSF ICT Inventory Template
ver. 1.14 Tuesday, January 27, 2026 at 2:00:00 PM

Legend:

- Protected Column Header
- Protected Tab (modifiable by authorized users only)
- Protected Cell (modifiable by authorized users only)
- Option 1 - Dropdown Menu
- ✓ - Checkbox Option

This document serves as a guide for Administrative Staff or Inventory Clerks on how to correctly fill out the DepEd Computerization Program (DCP) PSF Inventory Form. Each RO/SDO/School has its own template. The system uses Single Sign-On (SSO) to verify the user's credentials against their registered LIS account and password. Once verification is successful, the system will pull data from eBEIS through an API. A list of acronyms is provided for easy reference. The Version History tab serves as a log and tracker for version changes. This inventory form uses predefined dropdowns to ensure consistent data entry.

A. Predefined Dropdown for Referential Data:

- 1 Governance Level (Regional Office or Division Office)
- 2 RO (Regional Office) - Auto populate, carry over from the User's profile
- 3 SDO (School Division Office) - Auto populate, carry over from the User's profile
- 4 School - Auto populate, carry over from the User's profile
- 5 Item (Device Type, ICT Hardware, Software and peripherals) Server, Desktop, Laptop and various Network, Input and Output Devices
- 6 Unit (Piece, Set (bundled), Lot)
- 7 Transaction Type (Delivery, Inspection, Beginning Inventory, Issuance/Transfer, Return, Disposal)
- 8 Supporting Document Type (from Sales Invoice (SI), Official Receipt (OR), Delivery Receipt (DR), Inspection Acceptance Report (IAR), Report of Receipt and Stock Position (RRSP), Property Acknowledgment Receipt (PAR), Inventory Custodian Slip (ICS), Return and Receipt of Property/Equipment (RRPE), Waste Material Report (WMR))
- 9 Category (High or Low value)
- 10 Classification (Machinery and Equipment, we will be using this Template Exclusively for DCP ICT Equipment for now (but can be utilized for other Assets later on))

Read Me | List of Acronyms | Referential Data | Stakeholder Profile | Personnel



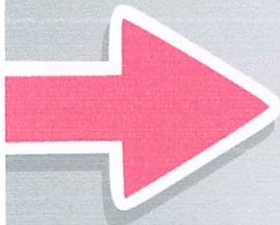
IMPORTANT: Navigate to the 'Read Me' tab to review important instructions and legends.

Template Overview



List of Acronyms tab

Acronym	Description	Details
AP	Access Point	
CO	Capital Outlay	
COA	Commission on Audit	
CPU	Central Processing Unit	
DCP	DepEd Computerization Program	A national initiative to provide ICT packages to public schools to enhance teachin and learning
DR	Delivery Receipt	
DSL	Digital Subscriber Line	
ELC	E-Learning Cart	A mobile ICT package provided under DCP. Consisting of laptops, a smart TV, a charging cart, and pre-installed educational software. It is designed to support digital learning in classroom without requiring a fix computer lab. The cart allows flexible use across different grade level and subject.
GF	General Fund	
IAR	Inspection Acceptance Report	
ICS	Inventory Custodian Slip	
ICT	Information and Communications Technology	
LGU	Local Government Unit	
MBPS	Megabits per second	
MOOE	Maintenance and Other Operating Expenses	
MS	Milliseconds	
NGA	National Government Agency	
NGAS	New Government Accounting System	
NGO	Non-Governmental Organization	
OIC	Officer in Charge	
OR	Official Receipt	
PAR	Property Acknowledgment Receipt	
PTP	Point-to-Point	



You may refer to this tab for **clarifying acronyms** which you will encounter along while accomplishing the inventory template.

Template Overview

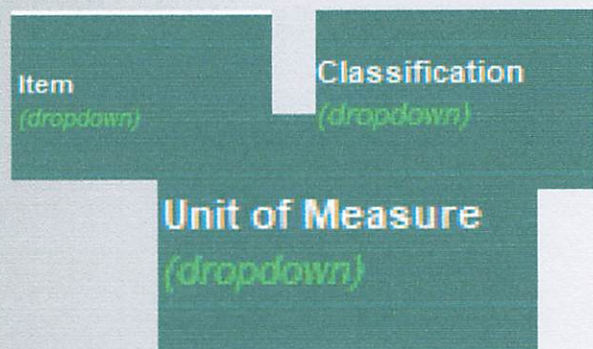


Referential Data tab

		Item	Classification	Unit of Measure	Package Name	Package ID
1	Server (System Unit)	Server alone (just the System Unit, motherboard, CPU, and RAM in a Server Chassis)	Server	Piece	E-Textbooks	A mobile IC software (R)
2	Thin Client Server (Set)	Server with connected lightweight client devices	Set (bundled)	Acer	eLearning Cart Package	
3	Server (Bundle)	This includes a full Server - keyboard, monitor, etc.	Set	Adobe	G4-G6 ICT Package	
4	Desktop (package)	This includes a full set - keyboard, monitor, etc.; it also includes all-in-one units	Set	Amazon	IT Equipment	
5	Laptop	Laptop	Set	AMD	JHS-IGS ICT Package	
6	2-in-1 Tablet	A tablet that combines the features of a tablet and a laptop into a single device, runs on Windows, Linux or Mac OS. A hybrid device that functions as both a laptop and a tablet, offering the power of a laptop with the portability and touchscreen of a tablet. They are versatile.	Tablet	Apple	Laptop for Non-Teaching	Laptop for Non-Teaching (L4NT)
7	Tablet	A standard tablet runs on a mobile operating system, e.g. Android / iOS	Tablet	Aruba Networks	Laptop for Teaching	Laptop for Teaching (L4T)
8	Smartphone		Smartphone	Asus	Multimedia Package	Multimedia Classroom Package
9	External Hard Drive		External Hard Drive	BenQ	Smart TV Package	Smart TV Packages (STV)
10	USB Flash Drive		USB Flash Drive	Bose		Supply & de
11	Smart TV		Smart TV	Broadcom		
12	Standard TV	Non-smart TV (includes LED TV)	Standard TV	Brother		
13	Monitor	If issued separately	Monitor	Canon		
14	CPU	If issued separately	CPU	Cisco		
15	Keyboard	If issued separately	Keyboard	Coby		
16	Mouse	If issued separately	Mouse	Creston		
17	Trackpad	If issued separately	Trackpad	Dahua		
18	Stylus	If issued separately	Stylus	Dell		
19	Signature pad	If issued separately	Signature pad	Epson		
20	Memory Card (RAM)	If issued separately	Memory Card (RAM)	Ericsson		
21	Power Generator		Power Generator	EVGA		
22				Extron		



This tab is solely for all the **dropdown choices**, serving as the source data for the cells that use dropdown options.



An **icon** which identifies that the cell have dropdown choices.

Template Overview

Stakeholder's Profile tab

Stakeholder's Profile	
Governance Level:	School
RO	
SDO	
School District	
School Name	
School ID	
Province	
City/Municipality	
Legislative District	
Barangay	
Street	
PSGC	
Complete Address (auto generated):	
Notes:	
1 Kindly indicate any necessary corrections (e.g., address, school district, or other pertinent information):	
2 Recent development in the school:	
Contact Nos.	
Mobile No. 1	
Mobile No. 2	
Landline No.	
RO/SDO Chief/School Head:	
Position	
Email Address	
Mobile No.	
Administrative Staff (Inventory Clerk):	
Position	

The **Stakeholder's Profile** section captures the essential institutional details needed to properly identify and validate the school's information within the inventory template. All entries must be completed **accurately, consistently, and with careful attention** to detail, as this data influences other parts of the template.

Referential Data | **Stakeholder Profile** | Personnel

Complete Address (auto generated):

These fields are **auto-generated** by the template and are designed to populate automatically based on encoded data. Editing them may cause **inconsistencies or errors**.

Template Overview

Personnel tab

#	Employee ID <small>(Type Freely - alphanumeric)</small>	Position <small>(dropdown)</small>	Officer-In-Charge <small>(checkbox)</small>	Office of OIC Designation <small>(Drop Down - text)</small>	Mobile No. 1 <small>(Type Freely - numeric)</small>	Mobile No. 2 <small>(Type Freely - numeric)</small>	DepEd Email Address <small>(Type Freely - alphanumeric)</small>	Personal Email Address <small>(Type Freely - alphanumeric)</small>	Date Hired <small>(MM/DD/YYYY)</small>	Non-DepEd funded <small>(checkbox)</small>
1										
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The **Personnel tab** captures the complete list of personnel assigned to the school or office, including their roles, designations, and contact information. This data supports **accurate HR profiling** and is essential for validating personnel details linked to **inventory accountability**.



IMPORTANT: Always follow the **required input format** for each field to avoid validation issues during template upload.



Position

(dropdown)

Mobile No. 1

(type freely - numeric)

Non-DepEd funded

(checkbox)



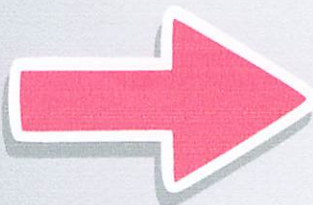
Template Overview

Internet Connectivity tab

#	QUESTIONS	ANSWER	ANSWER GUIDE (TYPE OF ANSWER)
1	Are there any internet service provider(s) available in the area?		
2	What internet service provider(s) are available in the area? (Check all that apply) GLOBE SMART PLDT SKYCABLE CONVERGE STARLINK EASTERN COMMUNICATIONS DITO TELECOMMUNITY Others (Specify)		Specify the ISP not shown in the list
3	What types of mobile network signals are available in the area? (Check all that apply) 3G LTE (4G LTE) LTE-Advanced / True 4G 5G No Signal		
4	Area has Mobile Data Connectivity		
5	Quality of Mobile Data Connectivity in the Area		
6	Do you subscribe to any internet service provider(s)?		
7	Please specify your internet service provider(s) (Check all that apply) GLOBE SMART		



Equipment	Internet Connectivity	ISP Account
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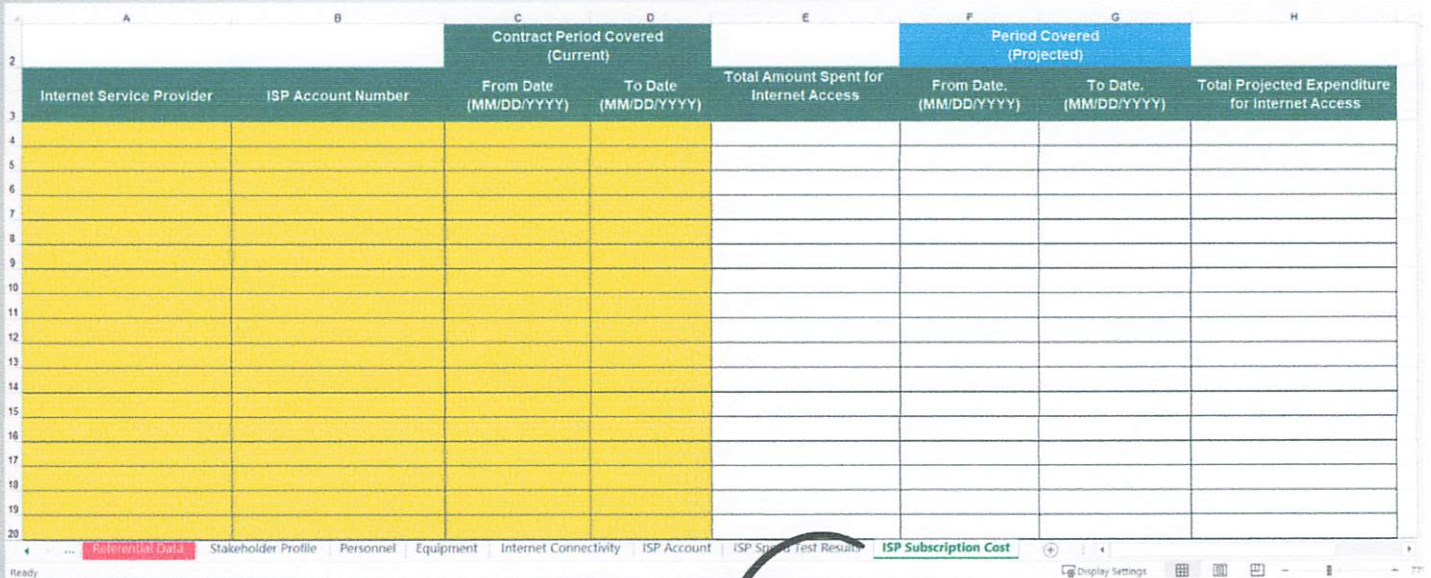


This tab records the school's available **internet services and connectivity status**. Users must select the internet service providers and network signals present in the area, then indicate the quality and reliability of the connection.

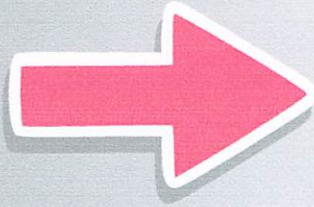


Template Overview

ISP Subscription Cost tab



		Contract Period Covered (Current)		Total Amount Spent for Internet Access	Period Covered (Projected)		Total Projected Expenditure for Internet Access
Internet Service Provider	ISP Account Number	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)		From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	



- Records the detailed **cost** information of each Internet Service Provider (ISP) subscription for schools or offices.
- Captures the ISP **provider name, account number, and contract period** covered for accurate reference.
- Allows users to input the total amount spent for the covered period, ensuring proper monitoring of **internet-related expenditures**.
- Includes fields for the current period covered and the **projected cost**, supporting **budget planning and financial tracking**.
- Helps consolidate all ISP subscription costs in one tab to **maintain transparency, facilitate reporting**, and support **auditing requirements**.



INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DepEd Computerization Program (DCP) Portal



2026
Guide for DCP Portal System Administrators



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Purpose



This guide aims to provide System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

Scope



This guide applies to all Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.

NOTE: This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.



How to navigate within this User Guide

Bold Text

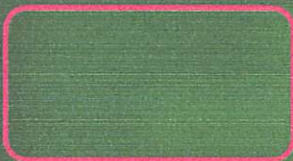
Emphasizes important words or phrases

Bold + Blue Text

Clickable links (e.g., websites, emails, or DCP Portal navigation buttons)

Bold + Red Text

Indicates an action to be performed using a keyboard or mouse.



Highlights specific areas of a screenshot for attention



Shows where to click to access a link or perform an action




Introduction

The DepEd Computerization Program (DCP) Portal serves as the central hub for monitoring and managing IT equipment and digital resources across all public schools. To maintain an organized and up-to-date national database, it is essential that the data provided by each school is both accurate and standardized.

This guide is designed to streamline the reporting process for Assigned DCP System Administrators. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

What you need before you start



Before starting with the application, please ensure the following requirements are met to make navigating the DCP Portal easier:

A. Minimum Device Specification Requirements

- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

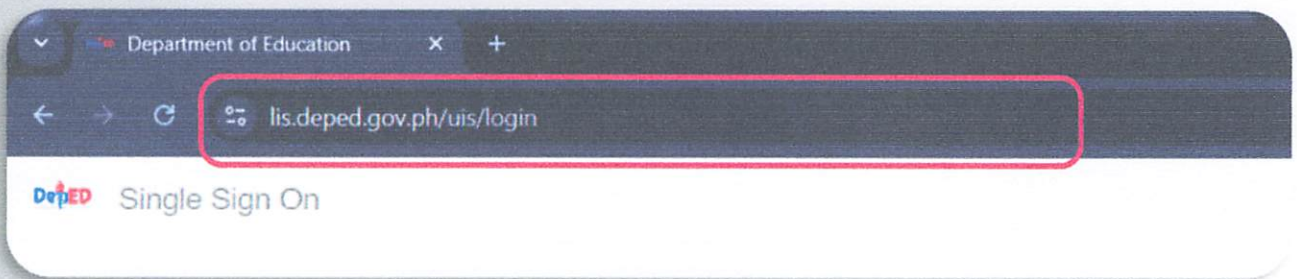
B. Additional Requirements

- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your own official DepEd email account (active and currently being used)

System Administrator Sign-in



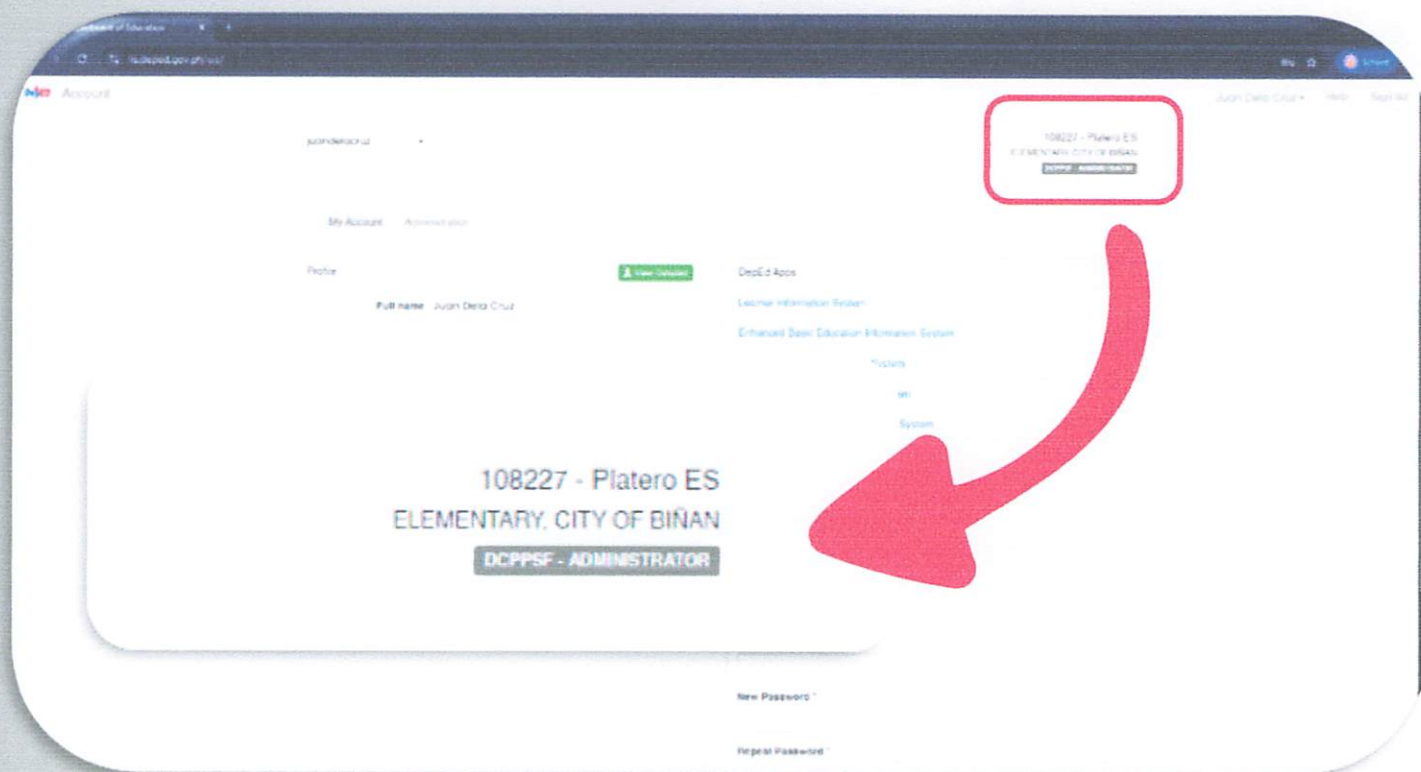
1. Open your preferred web browser (e.g., Chrome, Edge, Safari)
2. On the address bar, **type:** <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



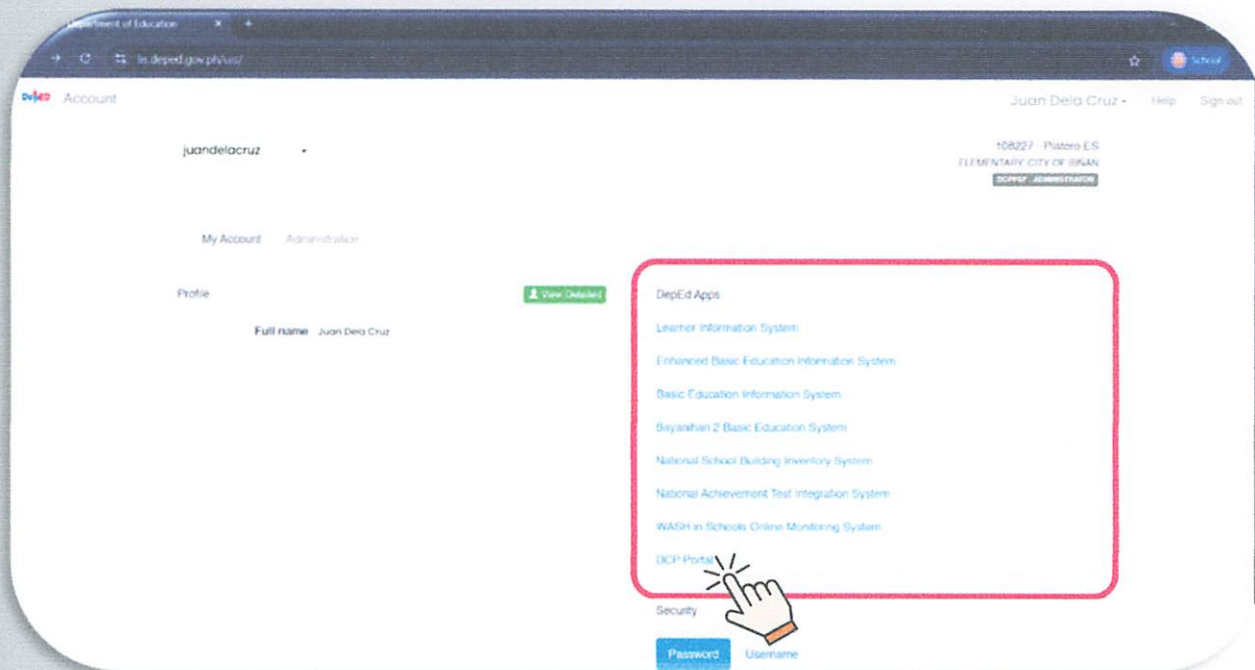
3. Upon reaching the **Log-in page**, you are required to **sign-in** using your own **LIS account**.



4. After **signing-in** as **DCP Administrator**, **verify** it by checking at the top right of the interface showing the “**DCPPSF – ADMINISTRATOR**” tag.

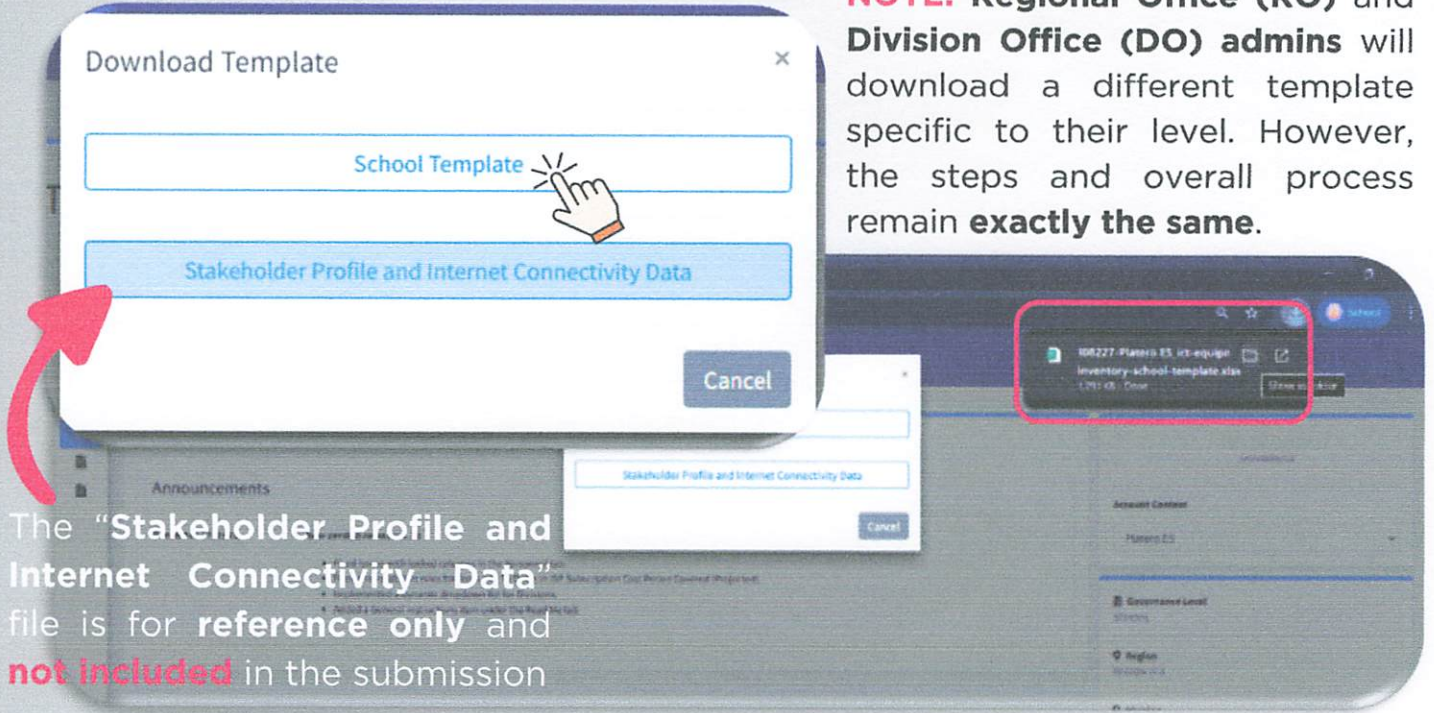


5. **Navigate** to the **DCP Portal** by **clicking** on it under the list of **DepEd Apps**.



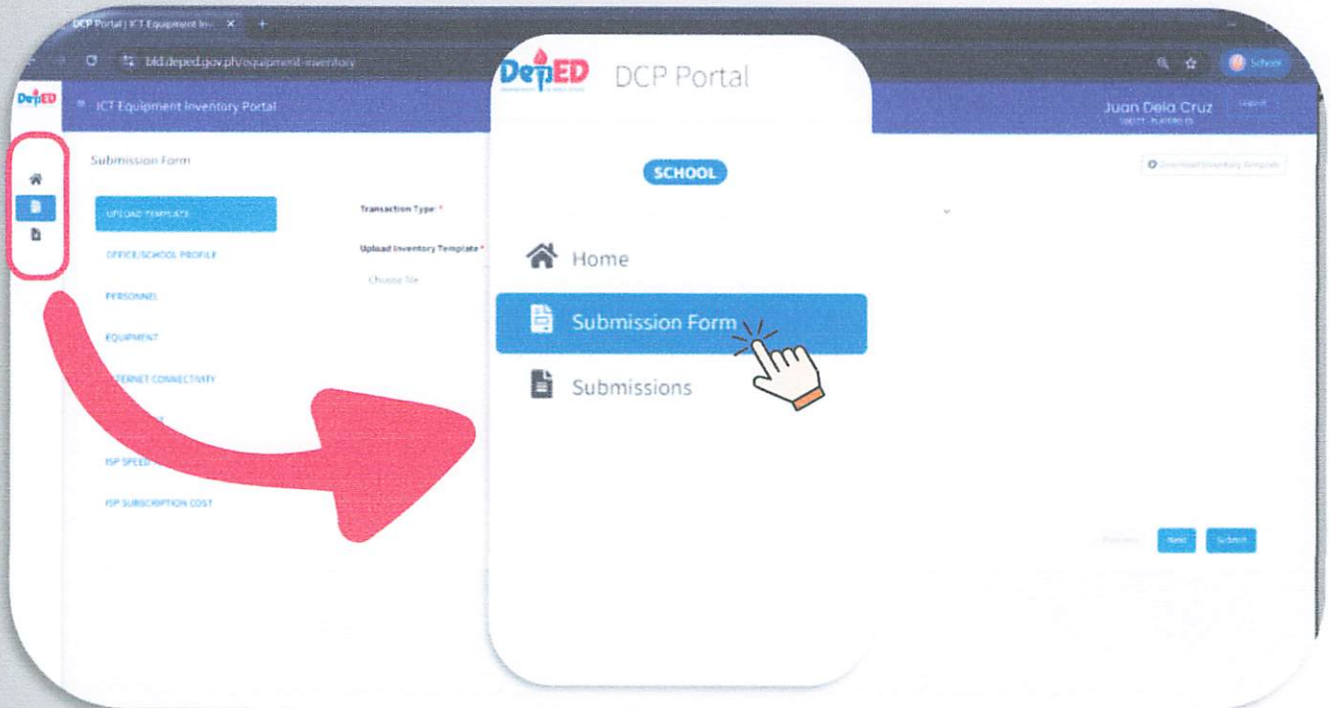
8. A **pop-up tab** will show up, **click** on the button **“School Template”** to download the **Excel template**.

NOTE: **Regional Office (RO)** and **Division Office (DO) admins** will download a different template specific to their level. However, the steps and overall process remain **exactly the same**.

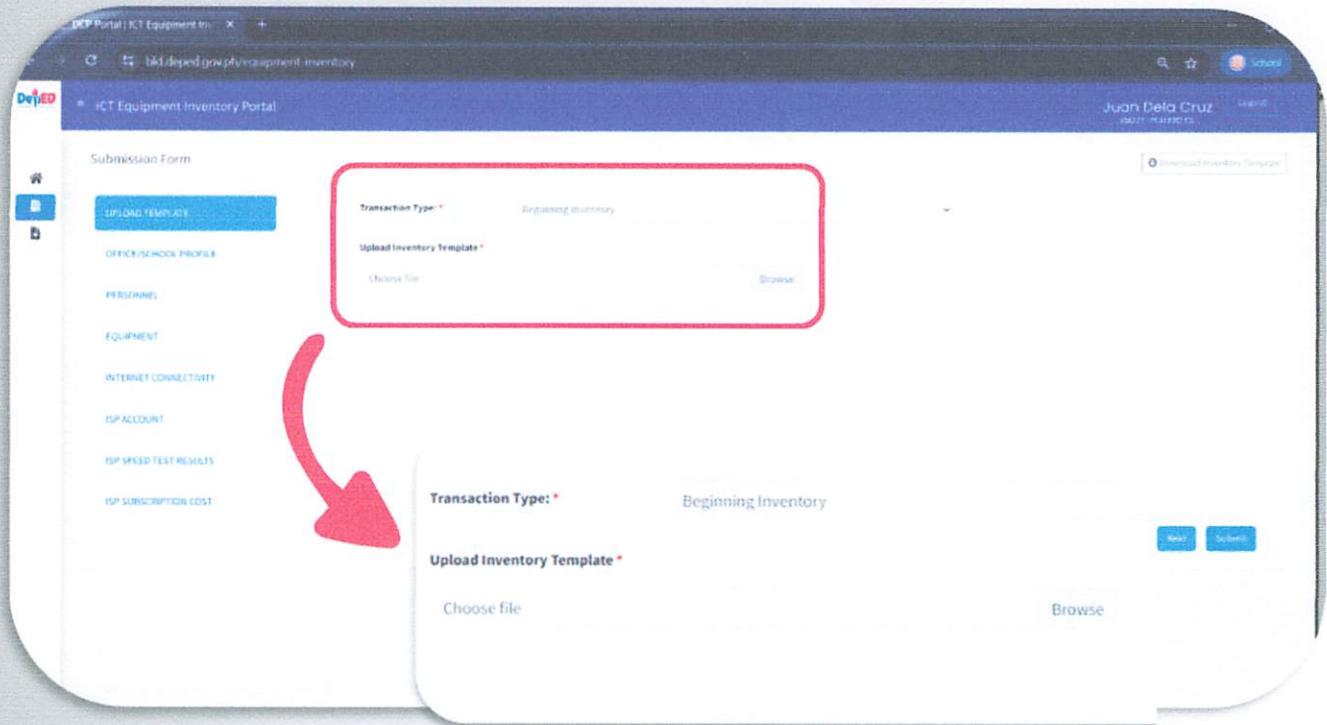


The **“Stakeholder Profile and Internet Connectivity Data”** file is for **reference only** and **not included** in the submission

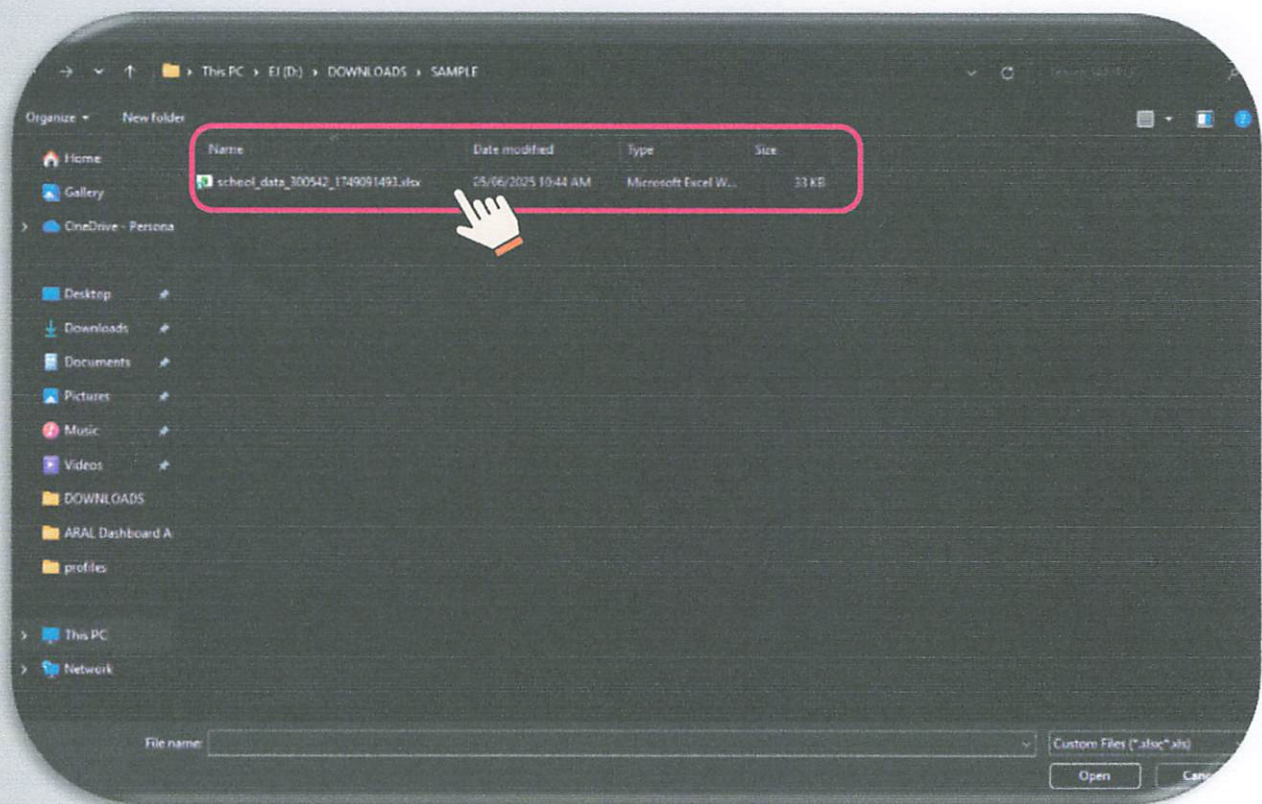
9. Once the **template** is completely filled-up, you may submit it by **navigating** the **submission button** on the left side of the page. **Click** on the **2nd button** to **submit**



10. On the **Submission Form** page, **click** on the “**Browse**” button to upload the **school template** you filled out.



11. **Navigate** to the folder where you **edited and saved** your **template file**.



12. Once the **correct file** is selected, **click** on the **“Submit”** button below.

The screenshot shows a web form titled "Upload Inventory Template". At the top right, there is a link "Download Inventory Template". Below it, a dropdown menu for "Transaction Type:" is set to "Beginning Inventory". The main section is "Upload Inventory Template*", which contains a text input field with the filename "108227-Platero ES_ict-equipment-inventory-school-template.xlsx" and a "Browse" button. At the bottom right, there are "Test" and "Submit" buttons. A hand cursor icon is pointing at the "Submit" button.

13. A **success message** will show up above when all fields are **correct**.

The screenshot shows the "Submission Form" page. At the top, a green success message bar reads "Inventory has been successfully submitted". Below this, there is a sidebar menu with options: "UPLOAD TEMPLATE", "OFFICE/SCHOOL PROFILE", "PERSONNEL", "EQUIPMENT", "INTERNET CONNECTIVITY", "ISP ACCOUNT", "ISP SPEED TEST RESULTS", and "ISP SUBSCRIPTION COST". The main form area is identical to the previous screenshot, showing the "Upload Inventory Template*" section with the filename and "Browse" button, and the "Test" and "Submit" buttons at the bottom right.

Congratulations!

You have successfully reached the end of this user guide for DCP Portal Administrators and submitted your inventory template. This is an important milestone towards ensuring data integrity and compliance with the latest DCP reporting standards.

Should you have any questions or encounter any concerns, please contact the DCP PSF support team at support.dcppsf@deped.gov.ph or send a ticket at <https://tinyurl.com/PSFSupport>.

Thank you, and keep moving forward toward your goal!



DCP PSF Support & Ticketing Form