



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

22 February 2026

DIVISION MEMORANDUM
No. 83, s.2026

**COMPLETION OF THE UPDATED INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) EQUIPMENT INVENTORY, PERSONNEL MASTERLIST, AND
INTERNET SERVICE SUBSCRIPTIONS ACROSS ALL PUBLIC SCHOOLS OF
SDO NUEVA VIZCAYA**

TO: Assistant Schools Division Superintendent
School Governance and Operation Division Chief
Curriculum and Implementation Division Chief
Education Program Supervisors
Public School District Supervisor/ District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In reference to the Joint Memorandum issued by the Department of Education (DepEd) Central Office through the Office of the Undersecretary for Administration, the Office of the Undersecretary for Human Resource and Organizational Development, and the Office of the Assistant Secretary for Information and Communications Technology Service, regarding the completion of the DCP Inventory Template downloadable from the DepEd DCP Portal, this Office directs the submission of the required data through the link provided by the ICT Unit for validation prior to final submission to the DCP Portal at <https://bit.ly/4rvbZWL>.

2. The Supply Officer (SO) and the Human Resource Management Officer (HRMO) in the Schools Division Office are hereby directed to fully cooperate and provide validated data to the Information Technology Officer I (ITO I) for the submission of the Division Inventory Template Report.

3. School Heads (SHs), School Property Custodians (SPCs), and School ICT Coordinators are hereby directed to collaborate and coordinate in the completion and submission of the School Inventory Template Report on or before February 27, 2026.

4. Attached are the following documents for reference:
a. DCP Inventory Template User Guide 2026; and
b. DCP Portal Admin User Guide 2026.

5. For clarifications and other concerns, please contact Mr. Ezekel C. Garing, Information Technology Officer I, at ezekel.garing@deped.gov.ph.



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Cellphone No: • +63 962 681 4945 • +63 992 035 2123

Email Address: nuevavizcaya@deped.gov.ph

Website: <https://sdonuevavizcaya.com/>



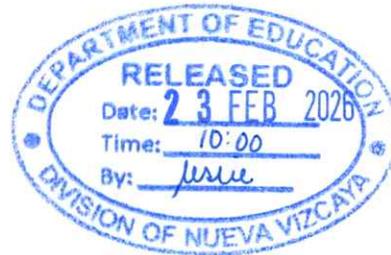
Republic of the Philippines
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Schools Division of Nueva Vizcaya

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
02-2026-130 

Enclosures:

1. DCP Inventory Template User Guide 2026
2. DCP Portal Admin User Guide 2026





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

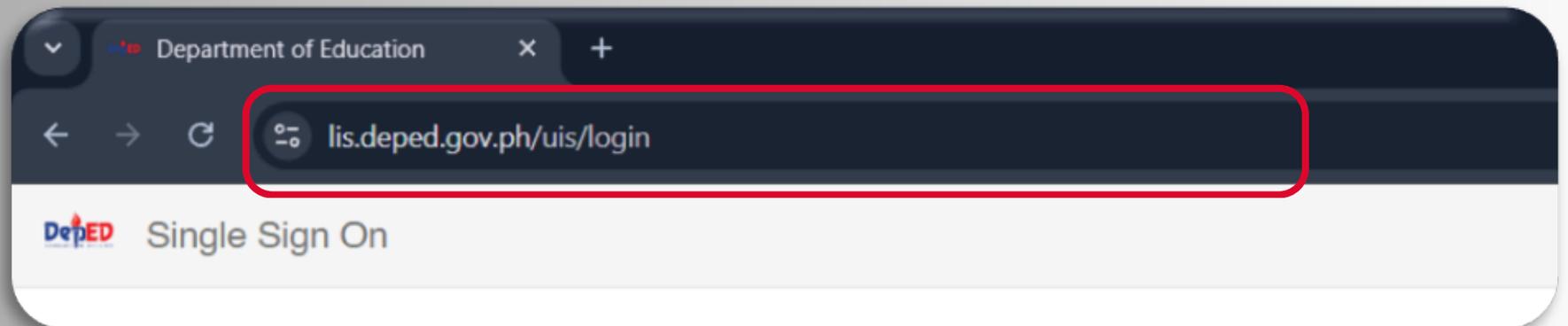
B. Additional Requirements

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

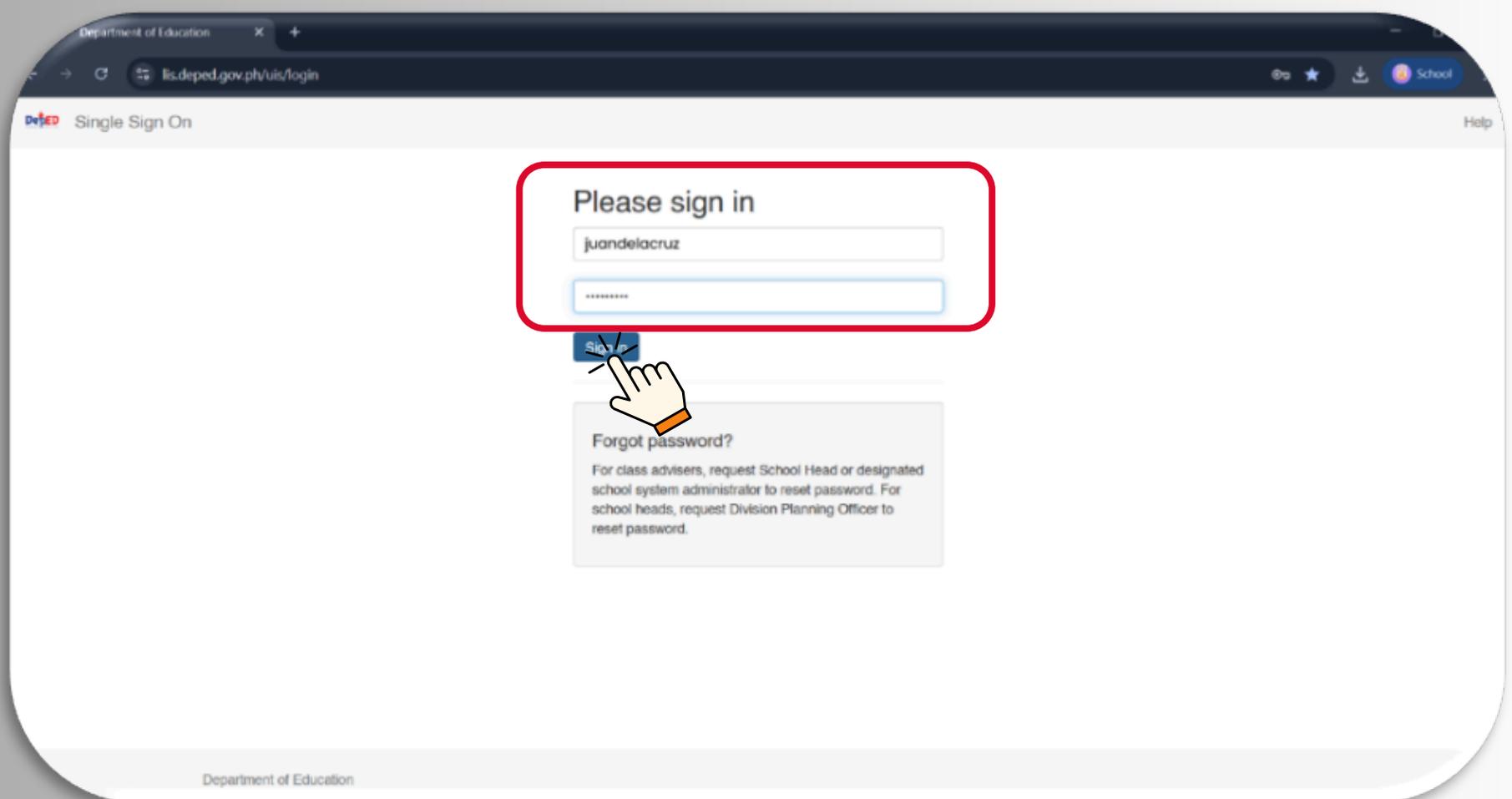
System Administrator Sign-in



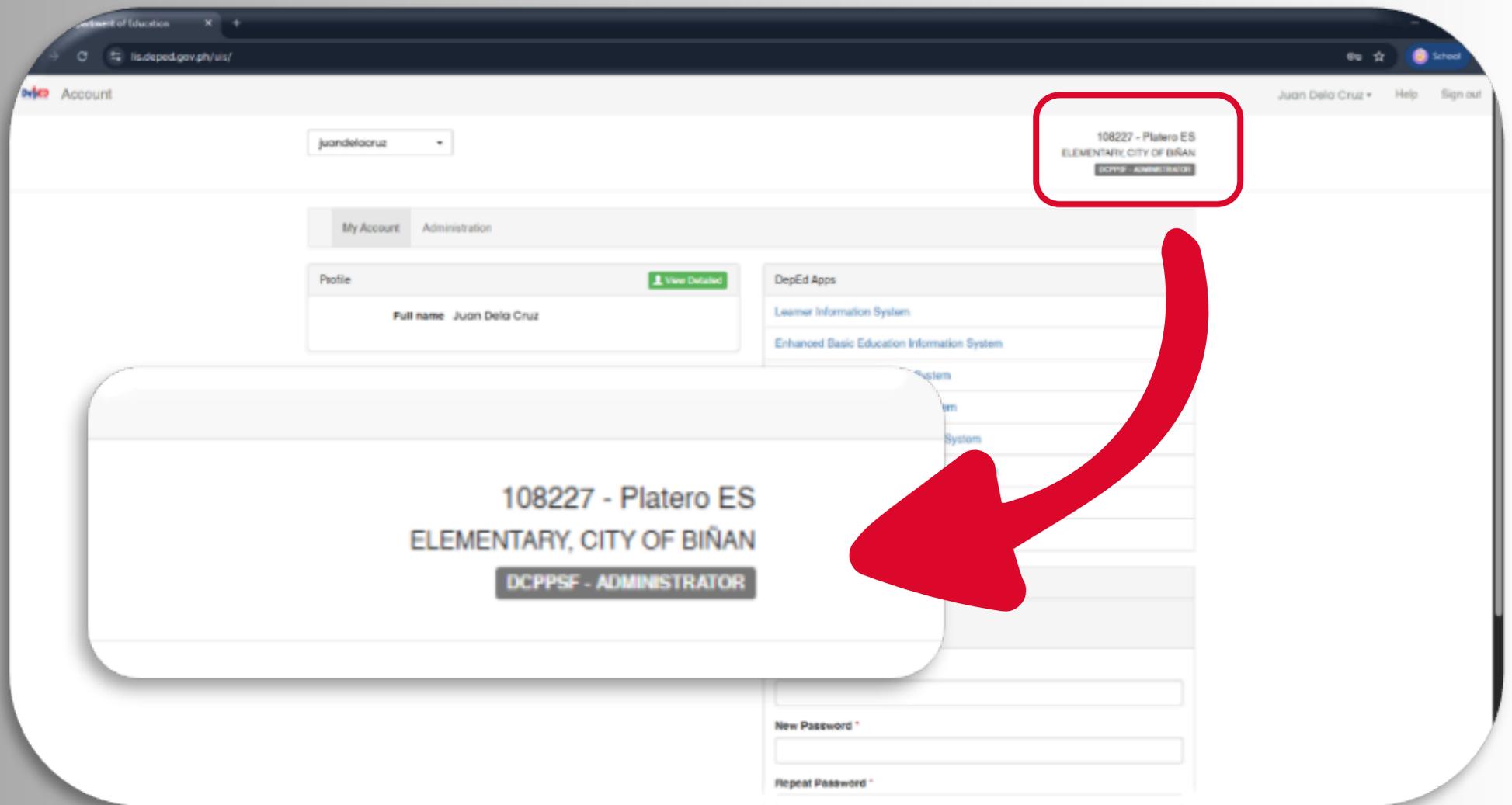
1. Open your preferred web browser (e.g., Chrome, Edge, Safari)
2. On the address bar, **type**: <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



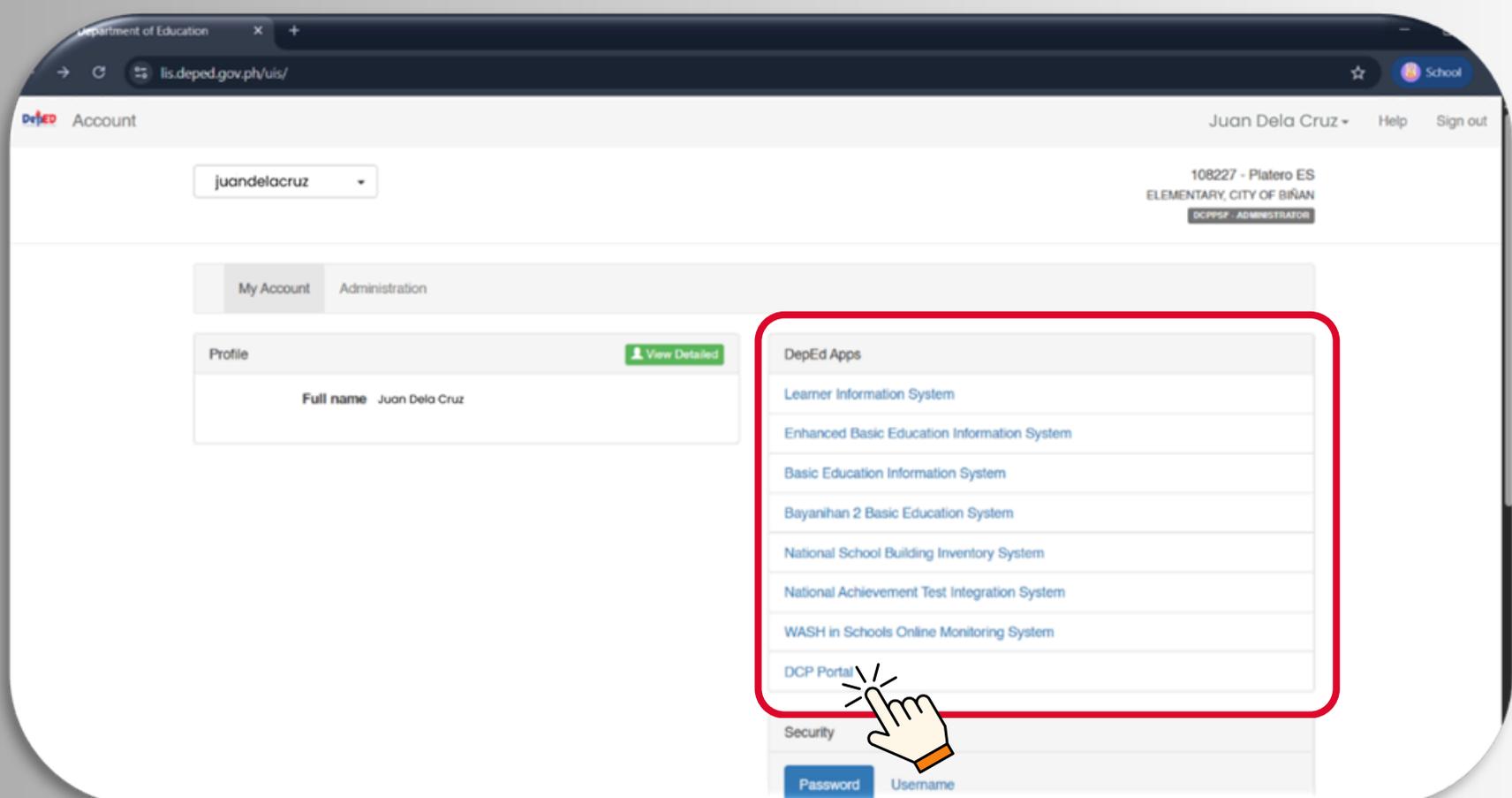
3. Upon reaching the **Log-in page**, you are required to **sign-in** using your own **LIS account**.



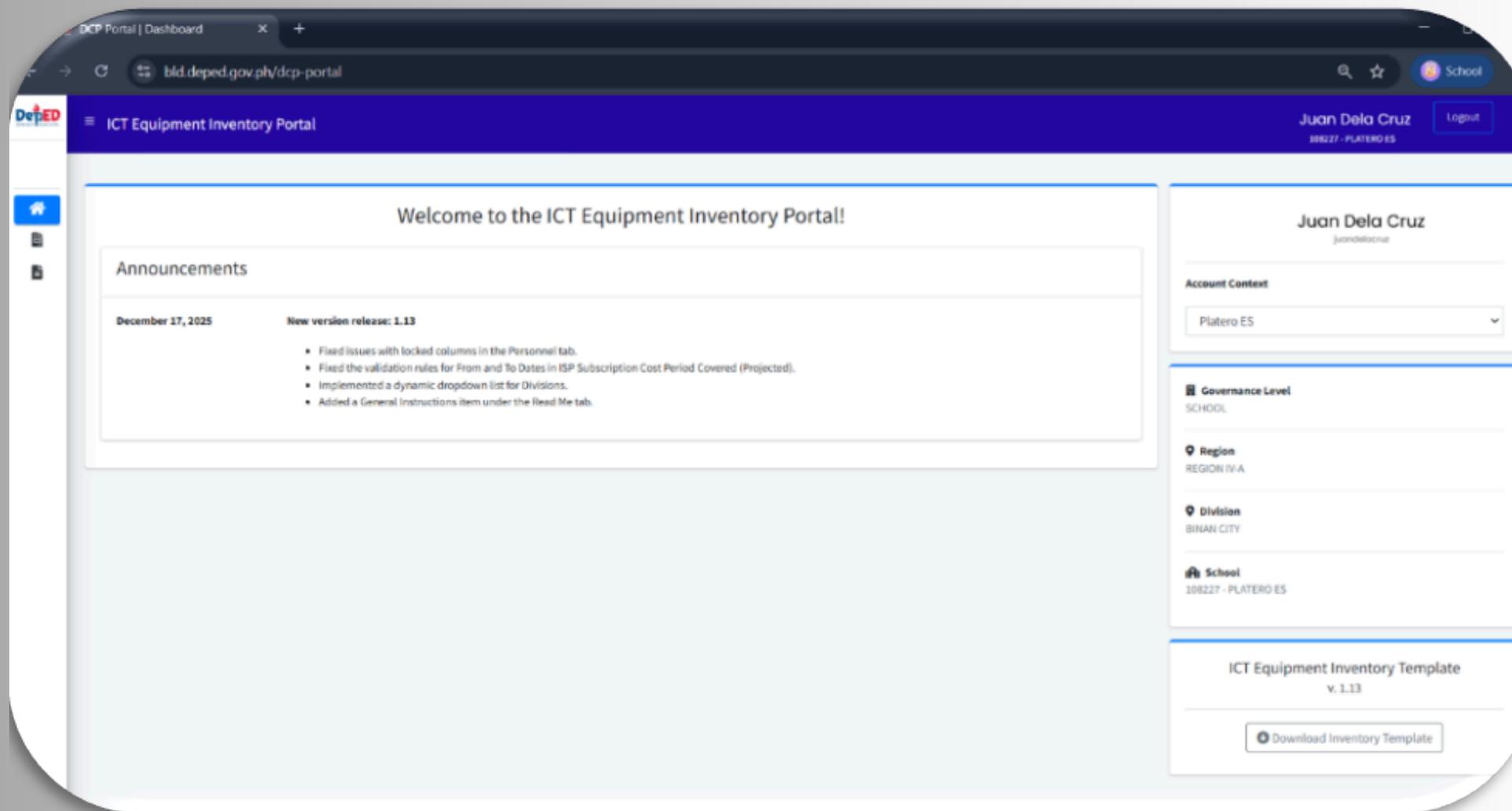
4. After **signing-in** as **DCP Administrator**, **verify** it by checking at the top right of the interface showing the “**DCPPSF - ADMINISTRATOR**” tag.



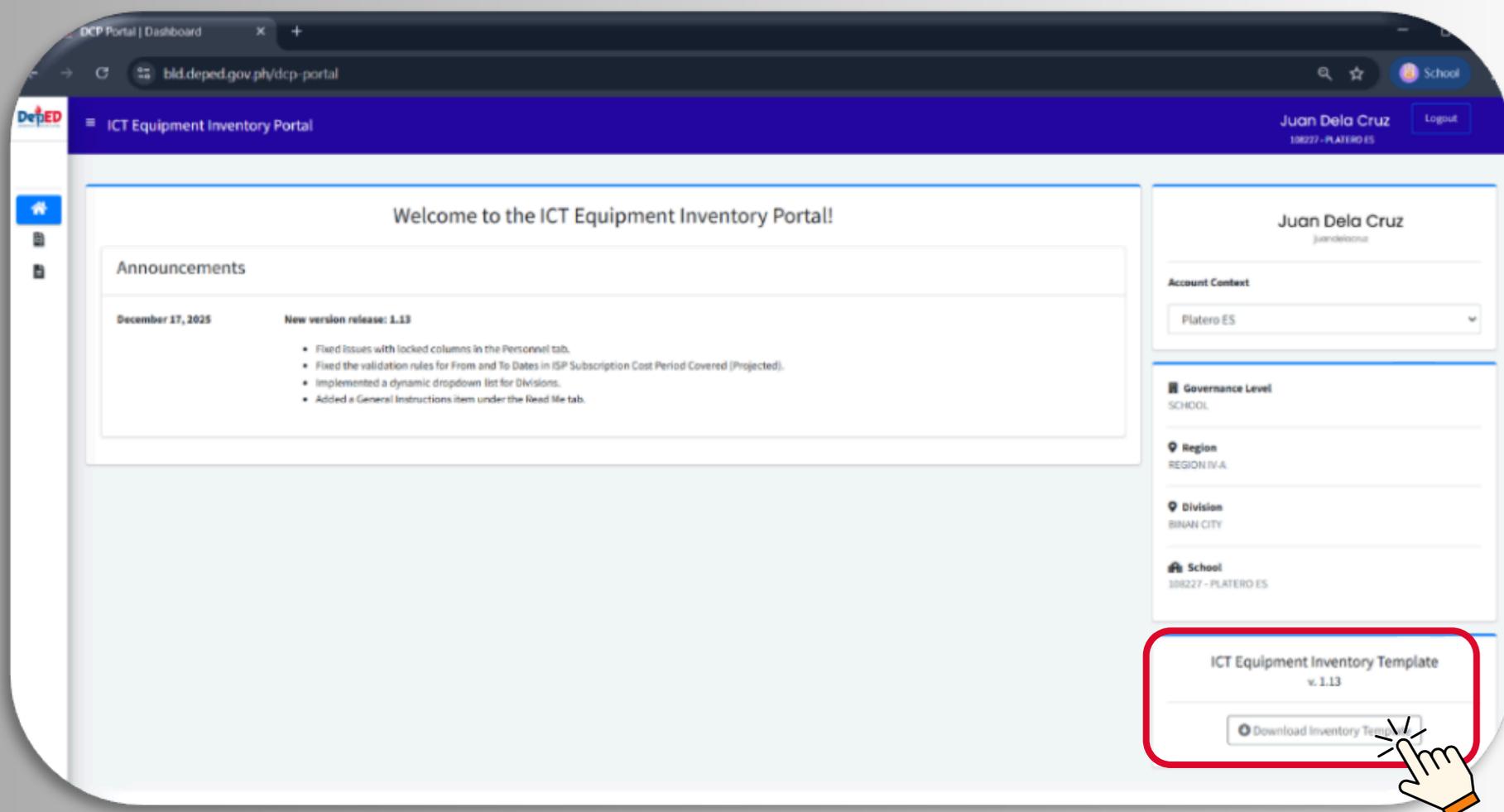
5. **Navigate** to the **DCP Portal** by **clicking** on it under the list of **DepEd Apps**.



6. DCP Portal Homepage

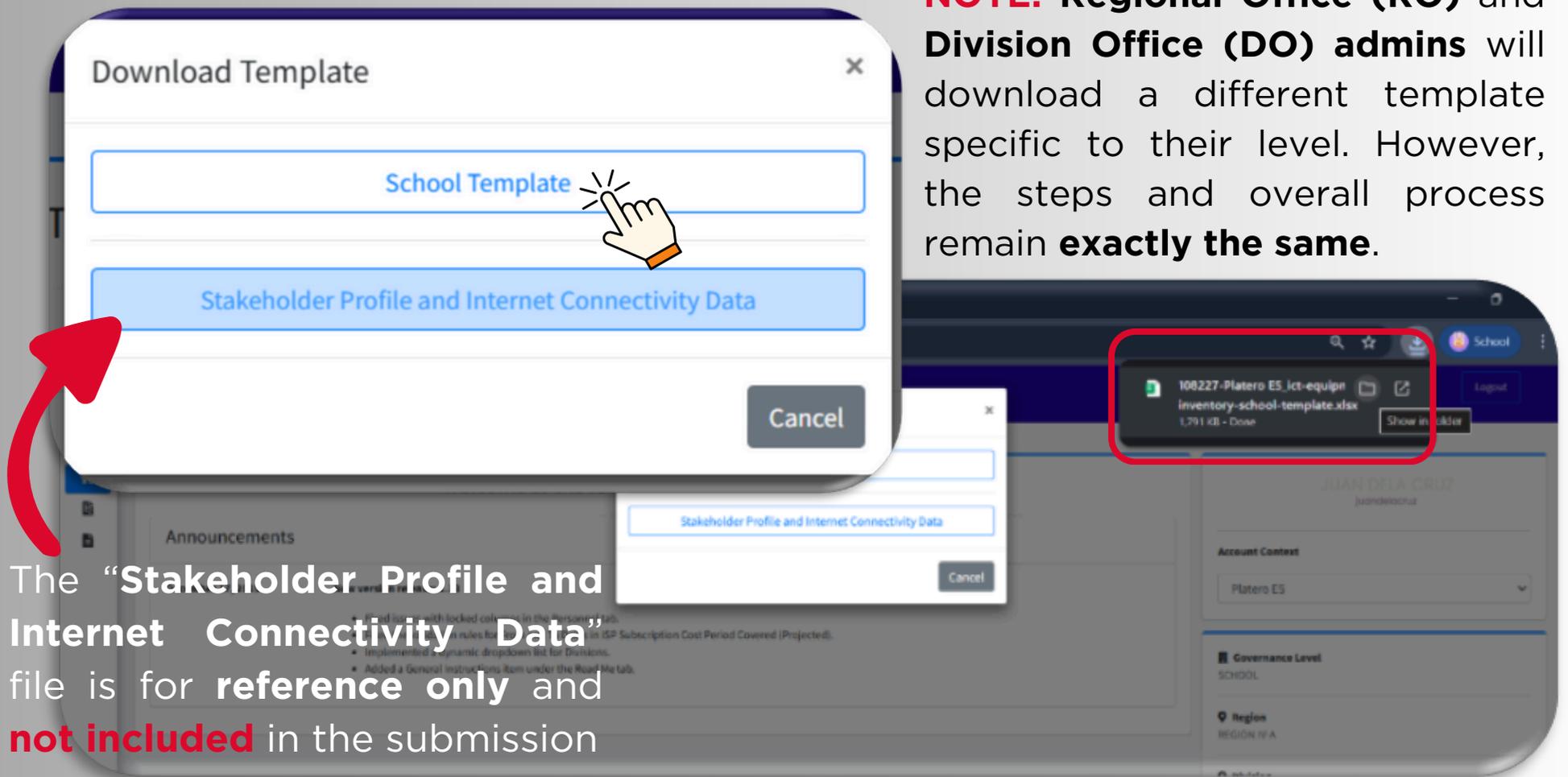


7. **Navigate** to the **ICT Equipment Inventory Template** located at the bottom right of the home page. **Click** on the button “**Download Inventory Template**”.

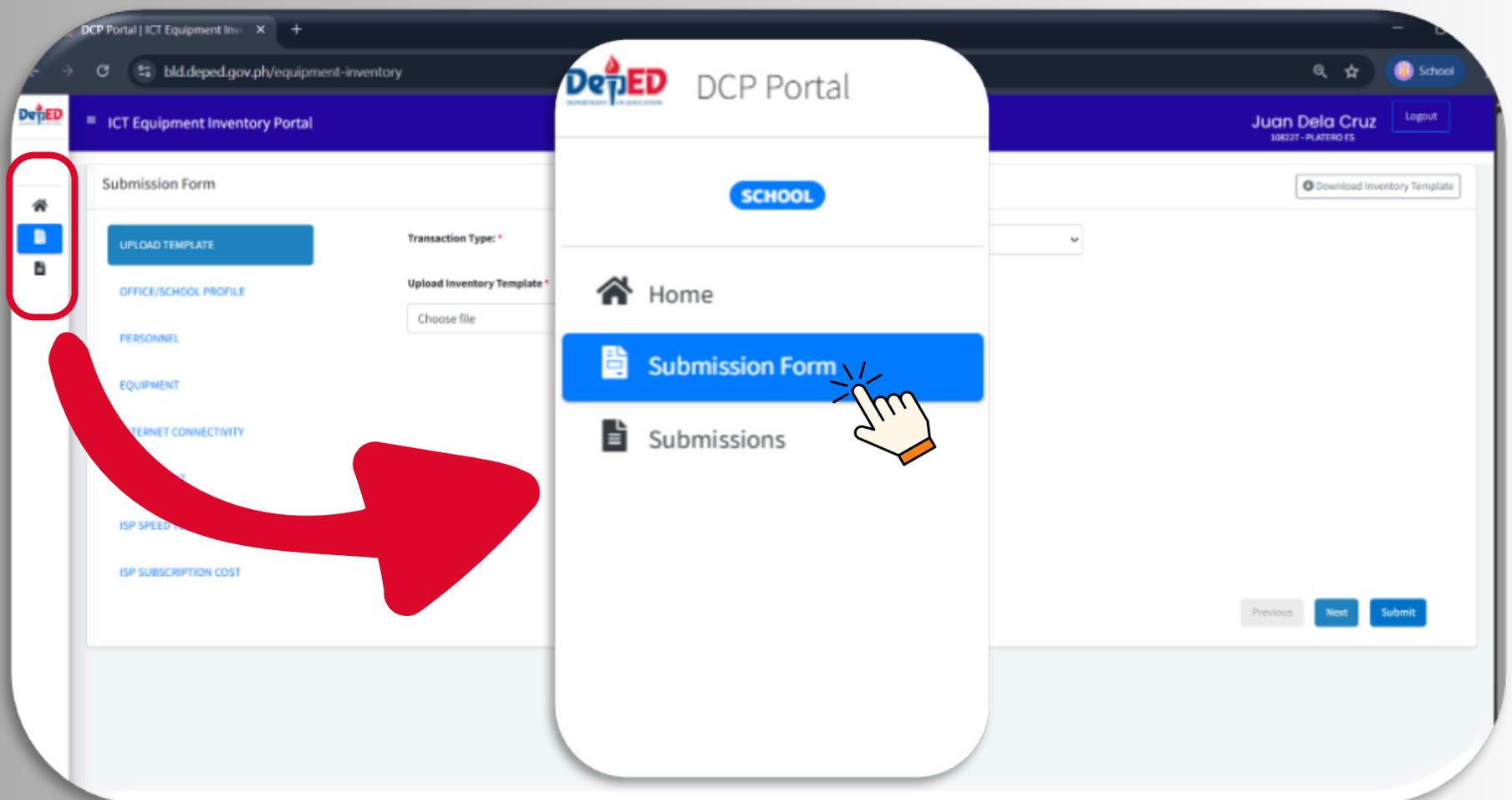


8. A **pop-up tab** will show up, **click** on the button “**School Template**” to download the **Excel template**.

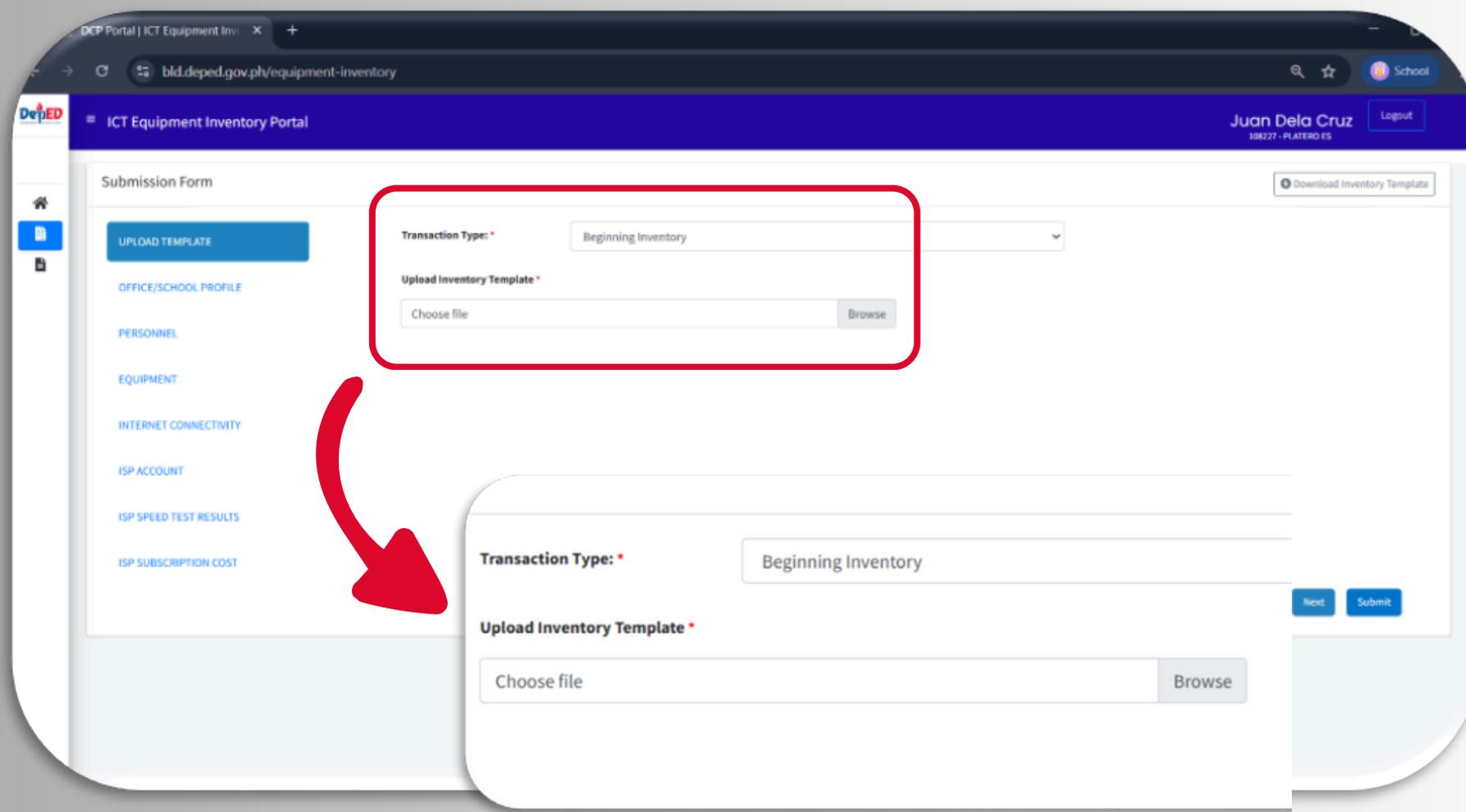
NOTE: **Regional Office (RO)** and **Division Office (DO) admins** will download a different template specific to their level. However, the steps and overall process remain **exactly the same**.



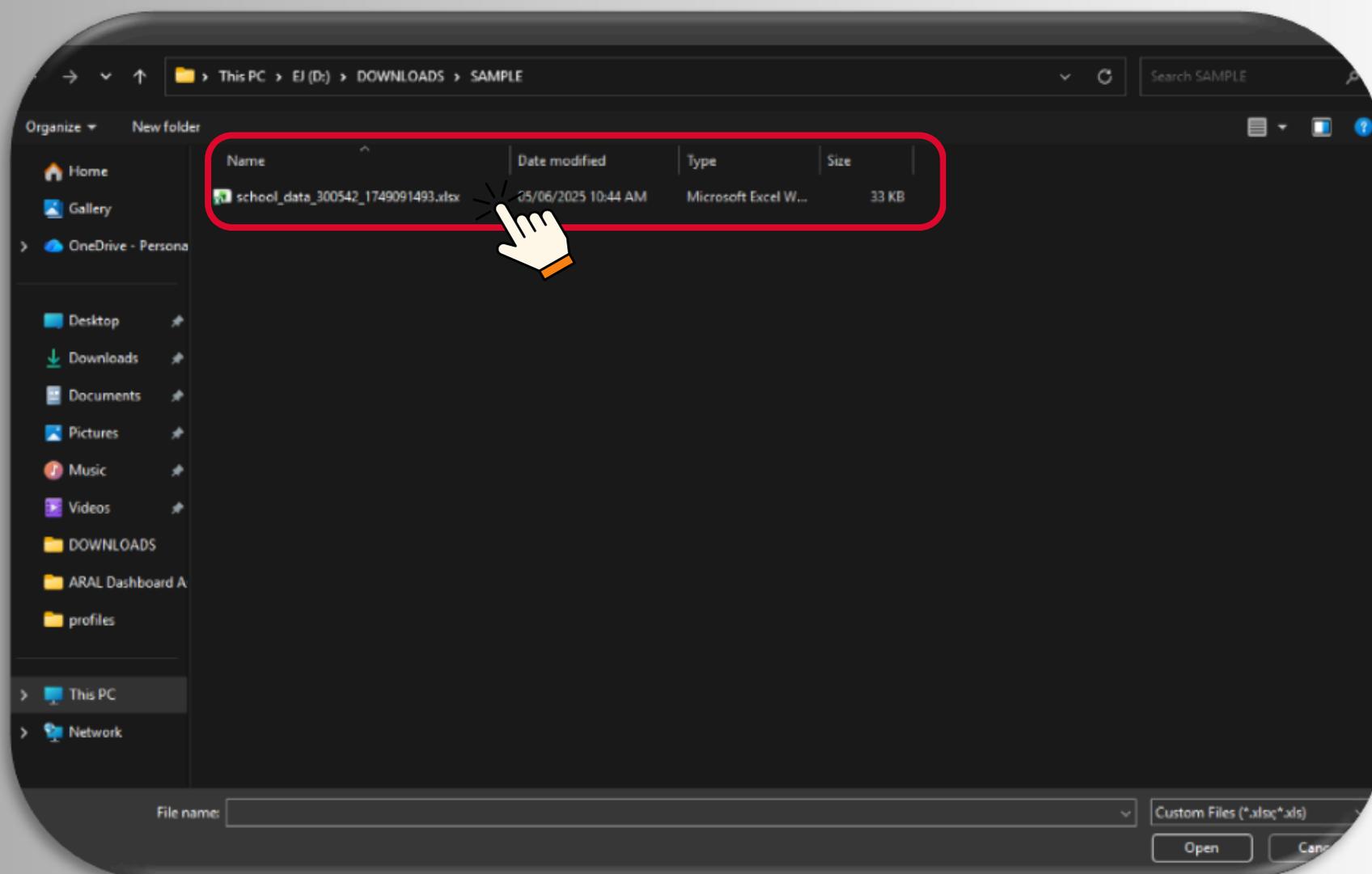
9. Once the **template** is completely filled-up, you may submit it by **navigating** the **submission button** on the left side of the page. **Click** on the **2nd button** to **submit**



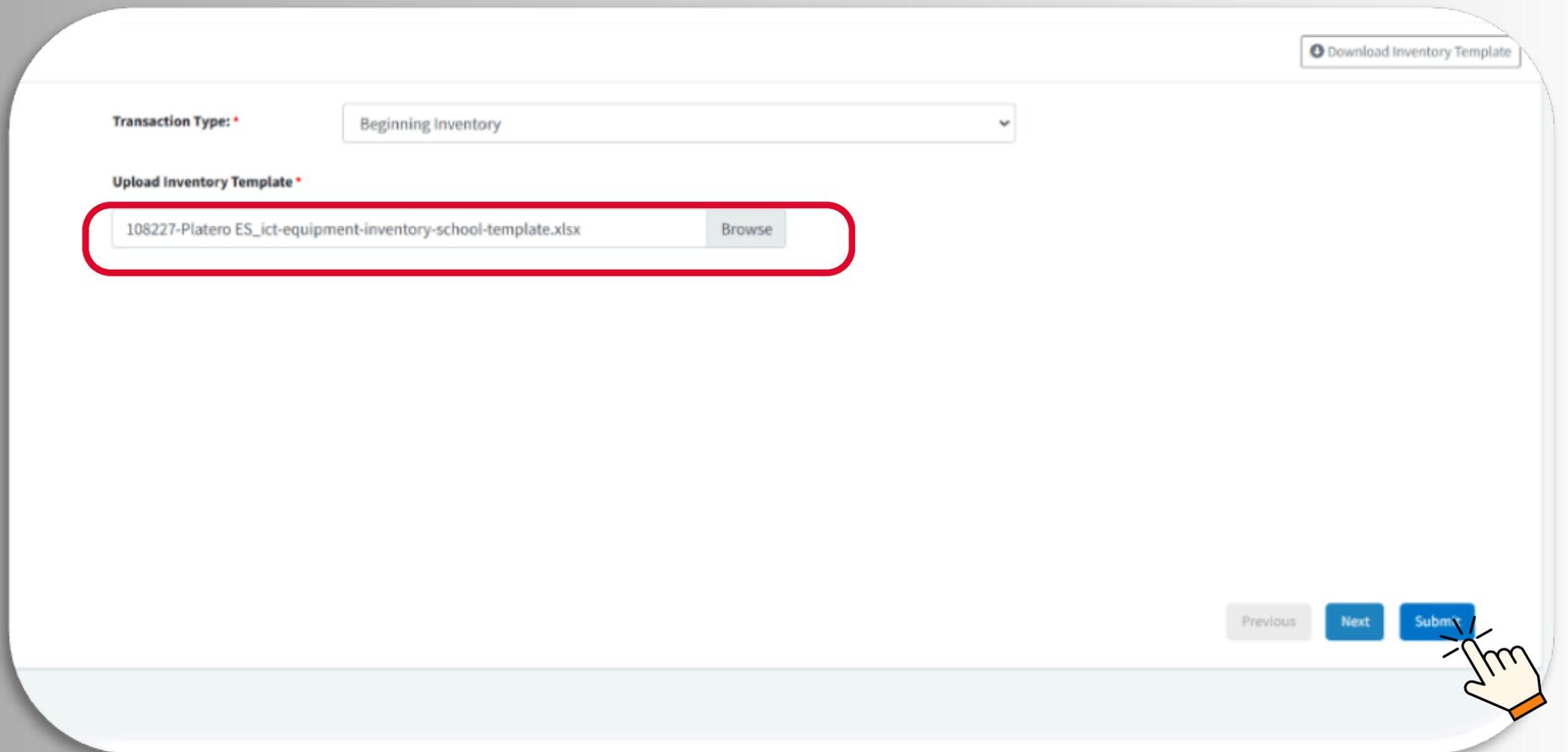
10. On the **Submission Form** page, **click** on the “**Browse**” button to upload the **school template** you filled out.



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

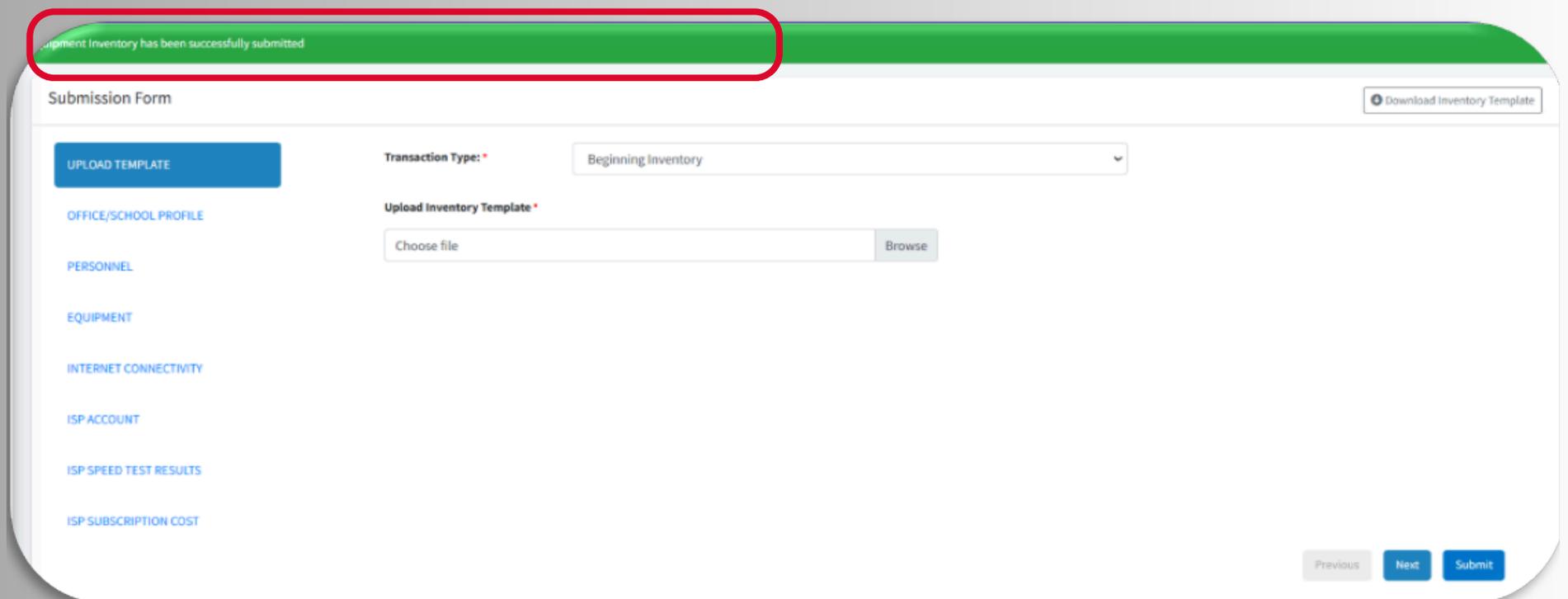


12. Once the **correct file** is selected, **click** on the “**Submit**” button below.



The screenshot shows a web form with a dropdown menu for "Transaction Type" set to "Beginning Inventory". Below it is a file upload section titled "Upload Inventory Template" with a text box containing the filename "108227-Platero ES_ict-equipment-inventory-school-template.xlsx" and a "Browse" button. At the bottom right, there are three buttons: "Previous", "Next", and "Submit". A hand cursor is pointing at the "Submit" button. A "Download Inventory Template" link is visible in the top right corner.

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



The screenshot shows the same web form as in the previous image, but with a green success message banner at the top that reads "Equipment Inventory has been successfully submitted". The form fields are now empty, with the "Upload Inventory Template" section showing a "Choose file" button instead of a filename. The "Submit" button is now highlighted in blue. The "Download Inventory Template" link is still present in the top right corner.

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



INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DepEd Computerization Program (DCP) Portal



2026

User Guide for DCP RO/DO/School Inventory Template



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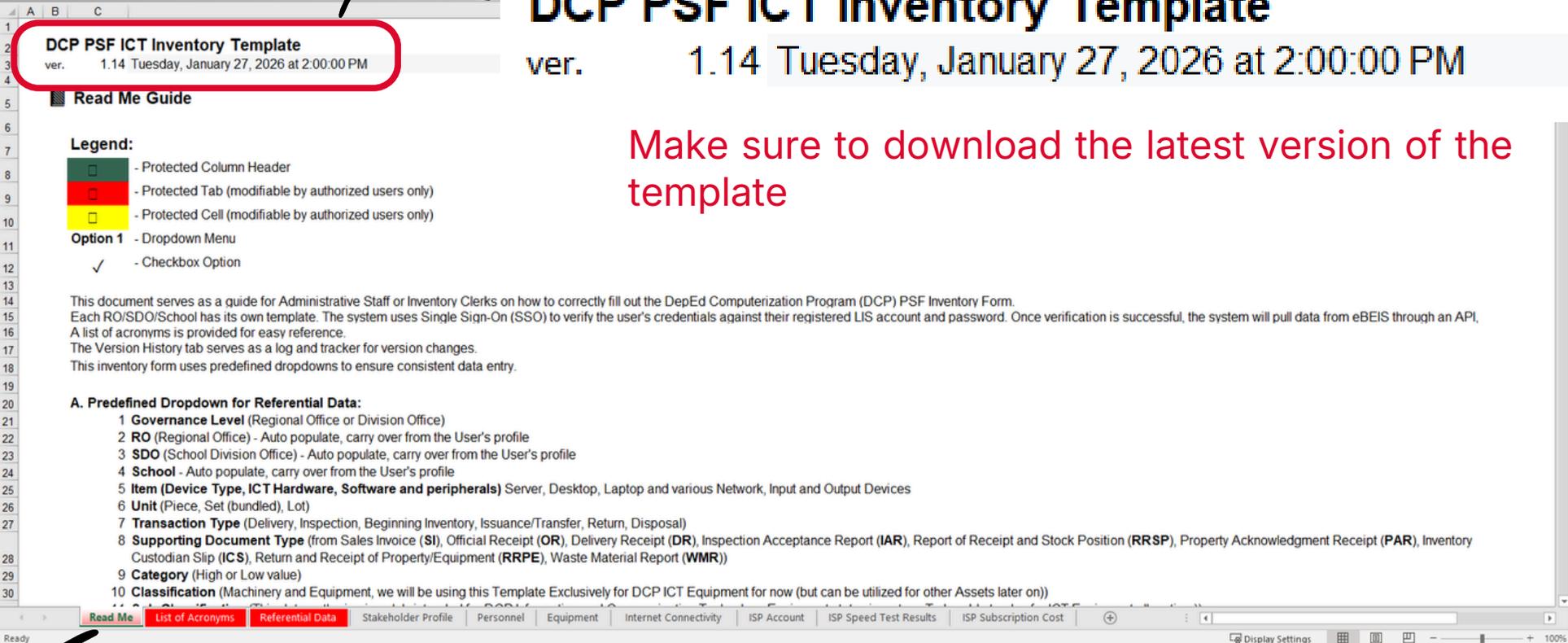
B. Additional Requirements

- A Computer with any Pre-installed Internet Browser
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- 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

Read Me Guide

Legend:

- Protected Column Header
- Protected Tab (modifiable by authorized users only)
- Protected Cell (modifiable by authorized users only)
- 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:

- Governance Level** (Regional Office or Division Office)
- RO** (Regional Office) - Auto populate, carry over from the User's profile
- SDO** (School Division Office) - Auto populate, carry over from the User's profile
- School** - Auto populate, carry over from the User's profile
- Item (Device Type, ICT Hardware, Software and peripherals)** Server, Desktop, Laptop and various Network, Input and Output Devices
- Unit** (Piece, Set (bundled), Lot)
- Transaction Type** (Delivery, Inspection, Beginning Inventory, Issuance/Transfer, Return, Disposal)
- 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))
- Category** (High or Low value)
- 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

Make sure to download the latest version of the template



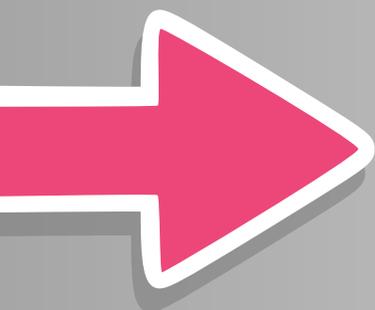
IMPORTANT: Navigate to the 'Read Me' tab to review important instructions and legends.

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 teaching 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 fixed computer lab. The cart allows flexible use across different grade levels and subjects.
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

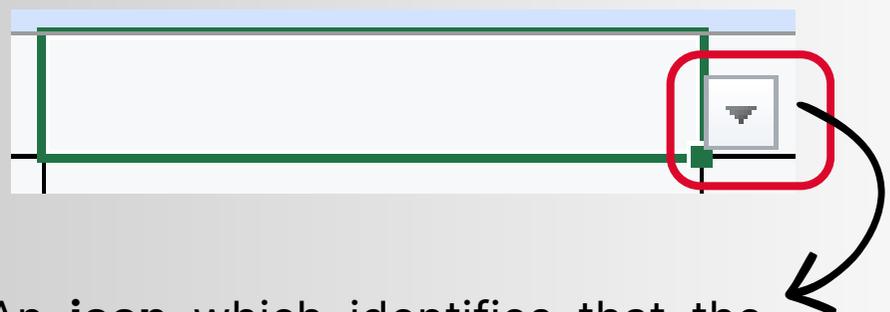
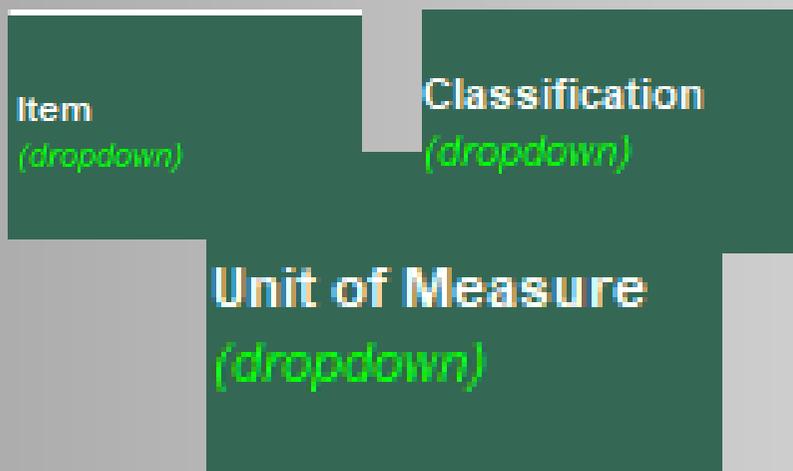


Referential Data tab

#	Item (Device Type, ICT Hardware, Software and peripherals)	Item Description	Unit	Common ICT Equipment Brands	DCP Package	Package Name	Package Description
1	Server (System Unit)	Server alone (just the System Unit, motherboard, CPU, and RAM in a Server Chassis)	Piece		E-Textbooks		
2	Thin Client Server (Set)	Server with connected lightweight, client devices	Set (bundled)	Acer	eLearning Cart Package	eLearning Cart Package	A mobile IC software. It i
3	Server (Bundle)	This includes a full Server - keyboard, monitor, etc.	Lot	Adobe	G4-G6 ICT Package		
4	Desktop (package)	This includes a full set - keyboard, monitor, etc.; it also includes all-in-one units		Amazon	IT Equipment		
5	Laptop	Laptop		AMD	JHS/SHS 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		Apple	Laptop for Non-Teaching	Laptop for Non-Teaching (L4NT)	Laptops for
7	Tablet	A standard tablet (runs on a mobile operating system, e.g. Android / iOS)		Aruba Networks	Laptop for Teaching	Laptop for Teaching (L4T)	Laptops for
8	Smartphone			Asus	Multimedia Package	Multimedia Classroom Package	Contains, it
9	External Hard Drive			BenQ	Smart TV Package	Smart TV Packages (STV)	Supply & de
10	USB Flash Drive			Bose			
11	Smart TV			Broadcom			
12	Standard TV	Non-smart TV (Includes LED TV)		Brother			
13	Monitor	If issued separately		Canon			
14	CPU	If issued separately		Cisco			
15	Keyboard	If issued separately		Coby			
16	Mouse	If issued separately		Crestron			
17	Trackpad	If issued separately		Dahua			
18	Stylus	If issued separately		Dell			
19	Signature pad	If issued separately		Epson			
20	Memory Card (RAM)	If issued separately		Ericsson			
21	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:

Read Me | List of Acronyms | Referential Data | Stakeholder Profile | Personnel | Equipment | Internet Connectivity | ISP Account | ISP Speed Test Results | ISP Subscription Cost

Referential Data | Stakeholder Profile | Personnel

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.

Complete Address (auto generated):

Notes:

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>(type freely - text)</small>	Mobile No. 1 <small>(type freely - numeric)</small>	Mobile No. 2 <small>(type freely - numeric)</small>	DepEd Email Address <small>(type freely - valid email format)</small>	Personal Email Address <small>(type freely - valid email format)</small>	Date Hired <small>(MM/DD/YYYY) (date)</small>	Non-DepEd funded <small>(checkbox)</small>
1	9999									
2										
3										
4										
5										
6										
7										
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27										



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

INTERNET CONNECTIVITY		
#	QUESTIONS	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)	
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	

ANSWER GUIDE (TYPE OF ANSWER)

Specify the ISP not shown in the list

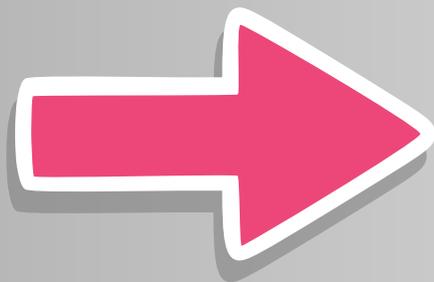
Read Me | List of Acronyms | Referential Data | Stakeholder Profile | Personnel | Equipment | **Internet Connectivity** | ISP Account | ISP Speed Test Results | ISP Subscription Cost



Equipment

Internet Connectivity

ISP Account

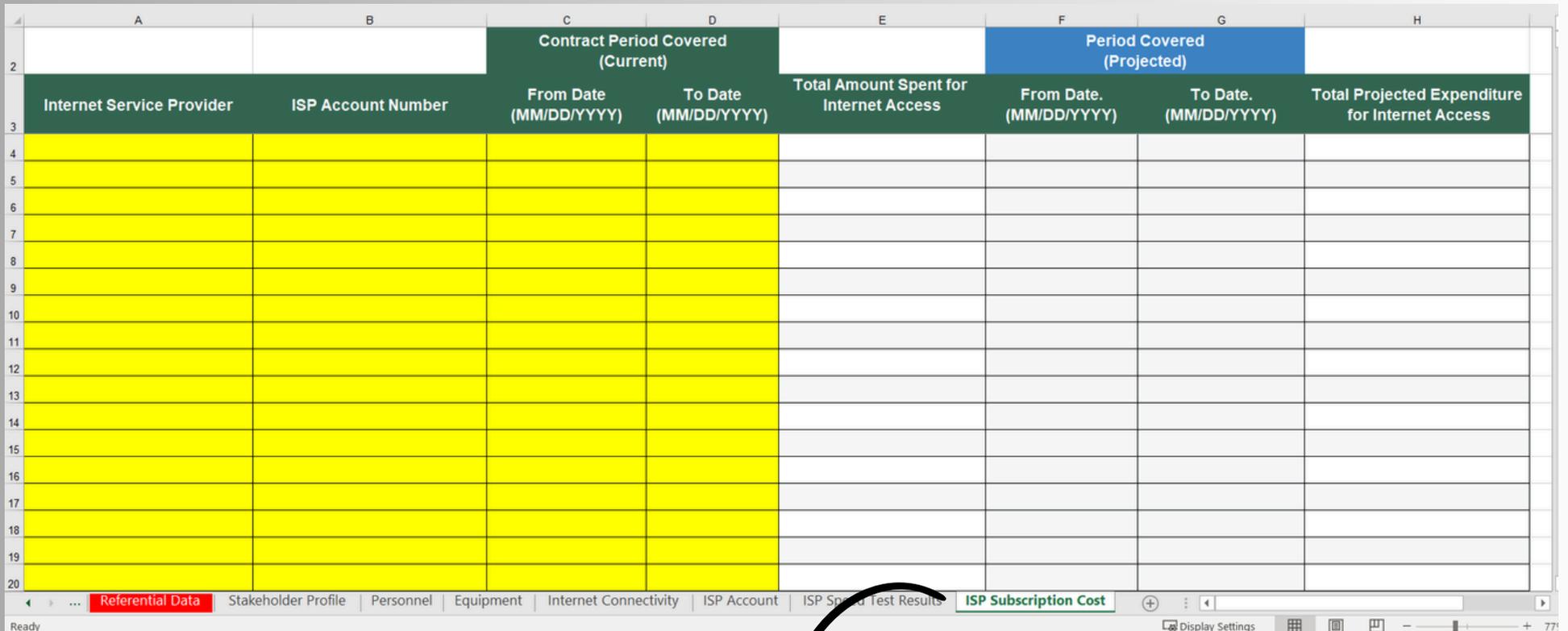


This tab records the school's available **internet services and connectivity status**. Users must select the internet service providers and network signals present in the area, then indicate the quality and reliability of the connection.

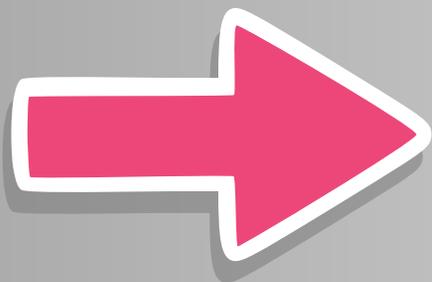


Template Overview

ISP Subscription Cost tab



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



- 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**.