



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

23 February 2026

DIVISION MEMORANDUM
No. 84, s.2026

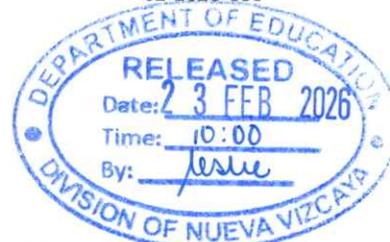
SDO NUEVA VIZCAYA INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGU) FOR CALENDAR YEAR (CY) 2026

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

1. In reference to Regional Memorandum No. 91, s. 2026, regarding the inventory of ICT equipment donations from the LGUs for Calendar Year 2026, this Office directs the submission of the said data through the link created by the ICT Unit for validation prior to final submission: <http://bit.ly/4au50HL>.
2. School Property Custodians and School ICT Coordinators are enjoined to coordinate with their respective schools and LGUs to ensure the completion and submission of the report on or before February 25, 2026.
3. Attached are copies of the Regional Memorandum and DepEd Joint Memorandum for your reference.
4. For further inquiries, please contact Mr. Ezekel C. Garing, ITO I, at ezekel.garing@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this memorandum are hereby directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

02-2026-131



Enclosures:
Regional Memorandum No. 91, s. 2026
DepEd Joint Memorandum



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Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

February 13, 2026

REGIONAL MEMORANDUM

No. **091**, s. 2026

DEPED REGION 2 INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGUS) FOR CALENDAR YEAR (CY) 2026

To: **All Schools Division Superintendents**
Information Technology Officers I
Division Supply Officers
Division Partnership Focal Persons
All Other Concerned

1. In reference to the DepEd Joint Memorandum dated February 11, 2026 regarding the *Inventory of ICT donations from LGUs for CY 2026*, this office directs the encoding of the required data through the link <https://bit.ly/3OvNmL3>.
2. Division IT Officers may create a separate copy of the Google Sheet to be shared with concerned schools. The consolidated data shall thereafter be encoded in the official link provided above to prevent unintended alterations.
3. Division IT Supply Officers, and Partnership Focal Persons are enjoined to collaborate and coordinate with the respective schools and LGUs to ensure the completion and submission of the report on or before February 26, 2026.
4. Attached herewith is the copy of the DepEd Joint Memorandum for reference and guidance.
5. Immediate dissemination of and **strict compliance** with this Memorandum is directed.

BENJAMIN D. PARAGAS, PhD, CESO III
 Director IV/Regional Director



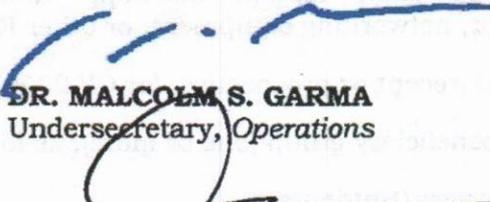
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Republika ng Pilipinas
Department of Education

JOINT MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL INFORMATION TECHNOLOGY OFFICERS
DIVISION INFORMATION TECHNOLOGY OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM :  **DR. MALCOLM S. GARMA**
Undersecretary, Operations



ATTY. MARCELINO G. VELOSO III
Assistant Secretary, Information & Communications Technology

SUBJECT : INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT
UNITS (LGUs) FOR CALENDAR YEAR (CY) 2026

DATE : 11 February 2026

1. Overview

- 1.1. Pursuant to the Joint Memorandum dated 1 October 2025, "Guidelines on the Engagement of Contract of Service for Information and Communications Technology (ICT) Needs," which institutionalizes the inventory of ICT equipment in schools and field offices, this Memorandum is issued to:
- 1.1.1. reinforce and supplement ongoing inventory efforts; and
 - 1.1.2. provide the ICTS-Technology Infrastructure Division (ICTS-TID) with a reliable view of current and projected device availability to guide budget programming and procurement planning.
- 1.2. Accordingly, all field offices are directed to gather and report data on recent and prospective ICT device donations from LGUs within their jurisdictions, beginning CY 2026, covering donations intended for delivery within the same calendar year.

2. Data gathering and submission

- 2.1. All Schools Division Offices (SDOs) shall coordinate with the following LGU offices within their territorial jurisdictions:
 - 2.1.1. Punong Barangay offices
 - 2.1.2. Municipal Mayor offices
 - 2.1.3. City Mayor offices
 - 2.1.4. Provincial Governor offices
- 2.2. SDOs shall encode the gathered information in the prescribed digital form and ensure that each entry specifies:
 - 2.2.1. Device count (total number of units targeted for donation);
 - 2.2.2. Device type (e.g., laptop, desktop, tablet, printer, projector, TV/monitor, networking equipment, or other ICT device);
 - 2.2.3. Donor LGU (recent or prospective, for CY 2026); and
 - 2.2.4. Intended beneficiary group (one or more), as follows:
 - 2.2.4.1. Learners/Students
 - 2.2.4.2. Teachers
 - 2.2.4.3. School Heads
 - 2.2.4.4. Non-teaching personnel / Administrative Officers
 - 2.2.4.5. ICT personnel / ICT Coordinators
 - 2.2.4.6. Others (specify)
- 2.3. Where applicable, SDOs may indicate whether units are intended for school-level allocation (specific schools) or division-level offices, to improve inventory projection.
- 2.4. All data shall be encoded in the Google file accessible through: <https://tinyurl.com/LGUdonations2026>
- 2.5. SDOs shall complete data entry no later than 28 February 2026.

3. Regional consolidation and certification

- 3.1. All Regional Directors (RDs) shall consolidate the SDO submissions within their respective jurisdictions and certify the accuracy of the consolidated data using Annex A.
- 3.2. Submission of Annex A shall be treated as an additional requirement for divisions availing of the Program Support Fund (PSF) under the accompanying Joint Memorandum dated 1 October 2025, "*Revised Guidelines on the Utilization of the DepEd Computerization Program – Program Support Fund (DCP-PSF) for Inventory, Maintenance, and Modernization.*"

3.3. The signed Annex A shall be emailed to ICTS-TID at icts.od@deped.gov.ph not later than 28 February 2026.

4. Inquiries

4.1. For questions or clarifications, please contact ICTS through icts.od@deped.gov.ph or (02) 8631-9636.

Copy furnished:

**Office of the Secretary
This Department**

ANNEX A

ATTY. MARCELINO G. VELOSO III
Assistant Secretary
Information and Communications Technology Service
Department of Education - Central Office

Subject: **INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGUs)
FOR CALENDAR YEAR (CY) 2026**

Dear Assistant Secretary Veloso:

In line with the instruction in the 11 February 2026 Joint Memorandum titled "Inventory of ICT Donations from Local Government Units (LGUs) for Calendar Year (CY) 2026", this is to certify that this Office has checked the data submitted by our School Division Offices (SDOs) regarding the recent and prospective ICT device donations from LGUs within our jurisdiction, covering all donations that have been delivered or are intended for delivery within CY 2026, and confirm that the provided data are accurate and complete.

For your information and consideration.

Sincerely,

[NAME OF REGIONAL DIRECTOR]
[REGION]