



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

March 30, 2026

**DIVISION MEMORANDUM**

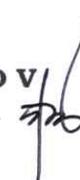
No. 146, s.2026

**FINAL RESUBMISSION 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  
Public School District Supervisor/ District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. In reference to the Memorandum issued by the Department of Education (DepEd) Central Office, through the Office of the Assistant Secretary for Information and Communications Technology Service, dated **27 February 2026**, regarding the completion of the DCP Inventory Template downloadable from the DepEd DCP Portal, this Office directs the final submission of the required data through the link provided by the ICT Unit for validation prior to the final resubmission 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 final resubmission of the Division Inventory Template Report.
3. The School Head (SH), School Property Custodian (SPC), and School ICT Coordinator are hereby directed to collaborate and coordinate in the completion and final resubmission of the School Inventory Report on or before the deadline of the Central Office **on or before 12:00 AM, 31 March 2026**.
4. For clarifications and other concerns, please contact Mr. Ezekel C. Garing, Information Technology Officer I, at [ezekel.garing@deped.gov.ph](mailto: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  
03-2026-242 



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