



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**ACCOMPLISHMENT, SUBMISSION AND VALIDATION OF THE DCP INVENTORY
TEMPLATE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Elementary and Secondary School Heads
Administrative Officers II
Property Custodians
ICT Coordinators
All Others Concerned

1. In accordance with Regional Memorandum No. 259, s. 2026 dated March 30, 2026, this Office directs all concerned schools to accomplish the prescribed DepEd Computerization Program (DCP) Inventory Template. This initiative is part of continuing efforts to ensure proper monitoring, accountability, and efficient management of resources under the DCP.
2. All School ICT Coordinators shall accomplish the prescribed DCP Inventory Template. The completed template shall be uploaded to the DCP Portal on or before March 31, 2026, as was discussed during the RISE DCP Inventory Workshop conducted last March 13, 2026. The accomplished template shall be submitted to the School Property Custodian or Administrative Officer (AO) for checking and validation. All entries must be reviewed to ensure accuracy, completeness, and consistency with existing property records and inventory documents. Any discrepancies identified during validation shall be corrected prior to final submission.
3. After verification, a Certification of Accuracy shall be prepared attesting to the correctness and completeness of the data provided. The certification shall be signed by the School ICT Coordinator and the Property Custodian/Administrative Officer, and subsequently noted by the School Head. Furthermore, the Division IT Officers will validate the submission through the schedule attached.
4. The duly signed Certification of Accuracy shall be submitted to the Division ICT Unit with a copy furnished to the Division Supply Unit. All concerned are strictly enjoined to comply with this directive to ensure reliable reporting and proper accountability of all DCP-issued equipment and resources. The final deadline for the submission of the certification is on or before April 30, 2026.



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5. Immediate, wide dissemination and compliance with this memorandum is desired.

VIOLETA L. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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

PERSONNEL EQUIPMENT DCP

DCP PORTAL
152 / April 7, 2026

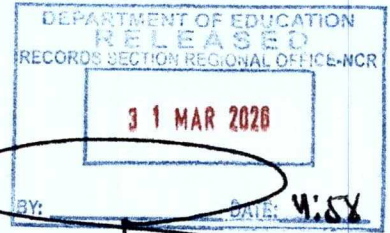


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SCHEDULE OF VALIDATION OF DCP PORTAL SUBMISSION

School	Date	Person/s Involved
Tunasan Elementary School Muntinlupa Science HS Tunasan National HS Muntinlupa Elementary School	April 20, 2026	DITO, ICT Unit Staff, Property Staff
Itaas ES Muntinlupa NHS Poblacion ES Poblacion NHS	April 21, 2026	DITO, ICT Unit Staff, Property Staff
Victoria Homes ES Putatan ES Lakeview Integrated School Soldiers Hills ES	April 22, 2026	DITO, ICT Unit Staff, Property Staff
F De Mesa ES Bayanan ES Main Bayanan ES Unit 1 PEDHS	April 23, 2026	DITO, ICT Unit Staff, Property Staff
Alabang ES Filinvest Alabang ES Cupang ES Annex Bagong Silang ES	April 24, 2026	DITO, ICT Unit Staff, Property Staff
SESSPA Zone 3 / Zone 4 Sucat Main MBHS Sucat Annex Sucat Senior High School	April 27, 2026	DITO, ICT Unit Staff, Property Staff
MBHS Main Buli ES Cupang SHS Cupang ES	April 28, 2026	DITO, ICT Unit Staff, Property Staff

*Transportation will be provided by the school to the next school



Republic of the Philippines
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NATIONAL CAPITAL REGION

March 30, 2026

REGIONAL MEMORANDUM

No. 259, s. 2026

TO: Schools Division Superintendents
School Head, School ICT Coordinators,
School Administrative Officer II,
School Property Custodian,
Division Supply Officer,
Division Information Technology Officers

ACCOMPLISHMENT AND SUBMISSION OF THE DCP INVENTORY TEMPLATE

1. In line with the continuing efforts to ensure proper monitoring, accountability, and efficient management of resources under the DepEd Computerization Program (DCP), all concerned schools are hereby directed to accomplish the prescribed DCP Inventory Template.
2. All School ICT Coordinators shall accomplish the prescribed DCP Inventory Template.
 - The completed template shall be uploaded to the DCP Portal on or before March 31, 2026, as was discussed during the RISE DCP Inventory Workshop conducted last March 13, 2026.
3. The accomplished template shall be submitted to the School Property Custodian or Administrative Officer (AO) for checking and validation.
 - All entries must be reviewed to ensure accuracy, completeness, and consistency with existing property records and inventory documents.
 - Any discrepancies identified during validation shall be corrected prior to final submission.
4. After verification, a Certification of Accuracy shall be prepared attesting to the correctness and completeness of the data provided.
 - The certification shall be signed by the School ICT Coordinator and the Property Custodian/Administrative Officer.
 - The certification shall be noted by the School Head.
5. The duly signed Certification of Accuracy shall be submitted to the Division ICT Unit with a copy furnished to the Division Supply Unit.



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- Submission shall be made on or before April 30, 2026.
6. All concerned are enjoined to comply with this directive to ensure reliable reporting and proper accountability of all DCP-issued equipment and resources.

For guidance and strict compliance.

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer in-Charge
Office of the Assistant Secretary for Operations