



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 February 2026

DIVISION MEMORANDUM
No. 124 s. 2026

**INVENTORY AND STATUS REPORTING OF ICT DCP AND NON DCP
EQUIPMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the continuous monitoring, accountability, and proper maintenance of all ICT equipment issued under the Department of Education Computerization Program (DCP), this Office directs all public elementary, integrated, and secondary schools under the Schools Division Office of Tayabas City to conduct a comprehensive inventory of all ICT DCP and Non-DCP equipment.

2. This aims to ensure accurate documentation, proper maintenance, and updated reporting of all ICT equipment in all public schools under the Schools Division Office of Tayabas City. The inventory shall be conducted by the School ICT Coordinators and Property Custodians, following the approved schedule from **February 23, 2026 to March 20, 2026**, in their respective schools. Please refer to Enclosure 1 for details. The inventory shall include, but not be limited to, the following:

- a. Desktop Computers
- b. Laptops
- c. Smart TVs
- d. Projectors
- e. Printers
- f. Routers and Network Devices
- g. Tablets
- h. Other ICT-related peripherals issued under DCP and Non-DCP
- i. ISP Account
- j. ISP Subscription Cost
- k. ISP Speed Test Result
- l. Internet Connectivity
- m. Personnel and Stakeholder Profile

3. All School ICT Coordinators and Property Custodians are hereby instructed to:

- a. Physically inspect and verify the condition of all ICT equipment;
 - b. Indicate operational status (Serviceable, For Repair, Unserviceable, Disposition Status);
 - c. Provide updated location and end-user assignment;
 - d. Submit the accomplished Inventory Report (soft copy and hard copy) to the Division ICT Unit following the attached schedule of inventory activities.
4. Failure to comply within the given schedule shall be subject to follow-up and necessary administrative action pursuant to existing rules and regulations.
5. Immediate dissemination of this Memorandum is earnestly desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Joint MEMORANDUM "GUIDELINES ON THE ENGAGEMENT OF CONTRACT OF SERVICE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY NEEDS"

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

INVENTORY AND STATUS REPORTING
ICT DCP AND NON DCP EQUIPMENT

ICT- inventory and status reporting of ict dcp and non dcp equipment
ICTMLEOT-000389/February 23, 2026

Enclosure 1

ICT – SCHEDULE OF ICT DCP, NON-DCP EQUIPMENT INVENTORY

No.	School Name	Weekly Inventory Schedule	
1.	Tayabas East Central School	Week 1	Feb. 23-27, 2026
2.	Tayabas West Central School II	Week 1	Feb. 23-27, 2026
3.	Tayabas West Central School I	Week 1	Feb. 23-27, 2026
4.	Tayabas West Central School IV	Week 1	Feb. 23-27, 2026
5.	Tayabas West Central School III	Week 1	Feb. 23-27, 2026
6.	Masin Elementary School	Week 1	Feb. 23-27, 2026
7.	Malao-a/Calantas Elementary School	Week 1	Feb. 23-27, 2026
8.	Lalo Elementary School	Week 1	Feb. 23-27, 2026
9.	Domoit Elementary School	Week 1	Feb. 23-27, 2026
10.	Potol Elementary School	Week 1	Feb. 23-27, 2026
11.	Gibanga Elementary School	Week 2	March. 2-6, 2026
12.	Froilan E. Lopez Elementary School	Week 2	March. 2-6, 2026
13.	Mayuwi Community School	Week 2	March. 2-6, 2026
14.	Lawigue Elementary School	Week 2	March. 2-6, 2026
15.	West Palale Elementary School	Week 2	March. 2-6, 2026
16.	North Palale Elementary School	Week 2	March. 2-6, 2026
17.	Katigan-Alupay Elementary School	Week 2	March. 2-6, 2026
18.	East Palale Elementary School	Week 2	March. 2-6, 2026
19.	Lakawan Elementary School	Week 2	March. 2-6, 2026
20.	South Palale Elementary School	Week 3	March. 9-13, 2026
21.	Valencia Elementary School	Week 3	March. 9-13, 2026
22.	Ipilan-Alitao Elementary School	Week 3	March. 9-13, 2026
23.	Cipriano J. Querubin Elementary School (Wakas)	Week 3	March. 9-13, 2026
24.	Virginia L. Babierra Elementary School	Week 3	March. 9-13, 2026
25.	Tayabas City National High School	Week 3	March. 9-13, 2026
26.	Buenaventura Alandy National High School	Week 3	March. 9-13, 2026
27.	Rosario Quesada Integrated National High School	Week 3	March. 9-13, 2026
28.	West Palale National High School	Week 3	March. 9-13, 2026
29.	Mate Integrated School	Week 4	March. 16-20, 2026
30.	Calumpang Integrated School	Week 4	March. 16-20, 2026
31.	Eugenio Francia Integrated School	Week 4	March. 16-20, 2026
32.	Ilasan Integrated School	Week 4	March. 16-20, 2026
34.	Dapdap Integrated School	Week 4	March. 16-20, 2026
35.	Pandakake Integrated School	Week 4	March. 16-20, 2026
36.	Talolong Integrated School	Week 4	March. 16-20, 2026
37.	Busal Integrated School	Week 4	March. 16-20, 2026
38.	Luis Palad Integrated High School	Week 4	March. 16-20, 2026