



DepEd-Division of Catanduanes  
RECORDS SECTION  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

January 7, 2026

**DIVISION MEMORANDUM**  
No. 17 s. 2025

**ACCOMPLISHMENT AND UPLOADING OF ICT EQUIPMENT INVENTORY  
TEMPLATE FROM THE LEARNER INFORMATION SYSTEM(LIS)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Program Supervisors - CID and SGOD  
Section/Unit Heads  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
District and School ICT Coordinators Concerned  
All Others Concerned

1. In line with the Department's directive to ensure accurate and real-time tracking of ICT resources, the **ICT Equipment Inventory Portal** has been integrated into the **Learner Information System (LIS)**. This portal will serve as the official platform for monitoring ICT equipment provided to schools.
2. All School Heads through the designated School ICT Coordinators are hereby instructed to:
  - a. **Access and download the ICT Equipment Inventory Template (School)** from the LIS or MS Teams app.
  - b. **Accomplish the template completely and accurately**, reflecting all ICT equipment (DCP packages, Donations, Income Generating Fund, Stakeholders, MOOE) currently issued to your school.
  - c. **Submit the accomplished template: Hardcopy** at the ICT Unit and the **Softcopy** to be uploaded in **Microsoft Teams** on or before **January 30, 2026** for review and validation.
  - d. **Uploading of the validated template to the LIS** through the **ICT Equipment Inventory Portal** will be announced through an advisory upon instructions from the Central Office.
3. This initiative is essential for transparency, accountability, and effective ICT resource management.
4. For queries, feel free to visit the ICT Unit Office or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph) or contact us through the appropriate channels in the Microsoft Teams app.
5. For information, guidance and compliance.

By Authority of the OIC-Schools Division Superintendent:

**EVA S. TOLENTINO**  
Administrative Officer V

OSDS/ICTU/JBM/1-7-2026



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