



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



February 26, 2026

DIVISION MEMORANDUM

No. 104, s. 2026

**SUBMISSION AND UPLOADING OF THE ICT EQUIPMENT
INVENTORY SCHOOL TEMPLATE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
School Administrative Officers
School ICT Coordinators
All Others Concerned

1. This office, through the Information and Communications Technology Unit, informs all schools on the **submission and uploading of the ICT Equipment Inventory Template to the LIS-DCP portal** starting February 25, 2026.
2. The School Head, School ICT Coordinator, and School Administrative Officer are encouraged to check and review the template before submission to ensure the integrity and completeness of the submitted data. The school inventory template can be downloaded at the LIS-DCP Portal.
3. The ICT unit in coordination with the Planning section will closely monitor the online submission in the LIS- DCP Portal and will conduct **on-site and validation of the submitted data.**
4. For further information and inquiries, please coordinate CLINT S. CINCO, Division Information Technology Officer.
5. Immediate dissemination and compliance of this memorandum are desired.


PETER J. GALIMBA
OIC- Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the perpetual index under the following subjects:

COMMUNICATION DCP MONITORING AND EVALUATION

02/26/2026



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