



Republic of the Philippines  
Department of Education  
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE



24 February 2026

**DIVISION MEMORANDUM**

No. 126, s. 2026

**ORIENTATION ON THE IMPLEMENTATION OF INVENTORY PROCESS  
FOR THE DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL**

To: All Administrative Officers II  
This Division

1. In line with the proper management and monitoring of DepEd Computerization Program (DCP) package, this office hereby directs all concerned to attend the Orientation on the Implementation of Inventory Process for the DepEd Computerization Program (DCP) Portal.
2. The orientation aims to:
  - Discuss the proper conduct of actual inventory count and validation of ICT equipment;
  - Provide guidance on navigating the DCP Portal, downloading templates, and properly uploading/submitted completed templates;
  - Ensure data integrity and compliance with the latest DCP reporting standards.
3. All participants are required to bring their laptops during the activity. Please ensure that Google Drive is installed prior to the orientation.
4. The activity will be held at the Division Office, Cafeteria Area on the following schedule:



Address: DepEd Division Office of Lanao del Norte, Pigorangan, Tubod, Lanao del Norte  
Telephone Nos.: (063) 227-6150  
Email Address: lanao.norte@deped.gov.ph  
Website: <https://depeddn.com>

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<b>CLUSTER</b>	<b>MUNICIPALITIES COVERED</b>	<b>DATE</b>	<b>TIME</b>
Cluster 1	Tubod, Baroy, Magsaysay, Tangcal	03 March 2026	09:00 AM – 12:00 AM
Cluster 2	Kolambugan, Maigo, Bacolod, Munai	03 March 2026	02:00 PM – 05:00 PM
Cluster 3	Kauswagan, Linamon, Poona Piagapo, Pantao Ragat, Matungao	04 March 2026	09:00 AM – 12:00 AM
Cluster 4	Lala, Sapad, Salvador, Nunungan	04 March 2026	02:00 PM – 05:00 PM
Cluster 5	Baloi, Pantar, Tagoloan	05 March 2026	09:00 AM – 12:00 AM
Cluster 6	Kapatagan, SND	05 March 2026	02:00 PM – 05:00 PM

5. Immediate dissemination of and strict compliance of this memorandum is highly enjoined.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

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

ICT MEMO/Inventory Orientation



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