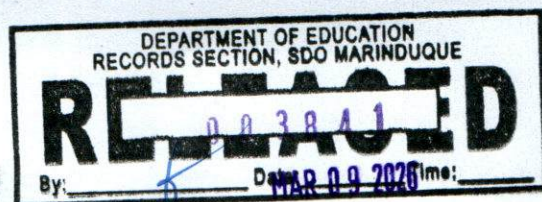




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**MEMORANDUM**

OSDS-ICT-2026-002

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Unit/Section Heads  
All Others Concerned

Fr: [Redacted]

FROM: **LYNN G. MENDOZA, EdD**  
OIC – Schools Division Superintendent

SUBJECT: **CONDUCT OF ICT EQUIPMENT INVENTORY**

DATE : March 6, 2026

1. The conduct of the ICT Equipment Inventory is nearing completion, and the submission to the DCP Portal is scheduled on March 15, 2026. In this regard, please expect members of the ICT Team/Staff to visit your respective offices to collect important details and information regarding the ICT equipment issued under your custody.

2. We highly appreciate your cooperation, especially from our HR and Property Officers, to ensure our Division's compliance with this national activity as mandated in the DepEd Joint Memorandum dated October 1, 2025. The details to be collected include, but are not limited to, the following:

- a. Property Number
- b. Serial Number
- c. Date Purchased
- d. Date Issued
- e. Purchase Value
- f. Warranty Coverage
- g. PMP Reference Number
- h. Other supporting documents

3. Strict compliance of this Memorandum is desired.



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