



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

JAN 14 2026

**OFFICE MEMORANDUM**

ICT-2026- 001

To: OIC – Assistant Regional Director  
OIC – Chiefs  
Section/Unit Heads  
All Others Concerned

**OPERATIONALIZATION AND ORIENTATION ON THE ICT EQUIPMENT  
INVENTORY SYSTEM**

1. This Office, through the **ICT Unit**, shall conduct an **Orientation on the Operationalization of the ICT Equipment Inventory System** on **January 19, 2026** at **1:00 PM** at the DepEd Negros Island Region (NIR) Regional Office Lobby.
2. The objectives of this activity are:
  - To familiarize with the new system features, specifically the Digital Borrow Log and QR Code Integration; and
  - To discuss the transition from manual logbooks to the digital platform for all equipment lending transactions.
3. All personnel are enjoined to attend the orientation to ensure proper compliance with the new borrowing and accountability protocols.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: None  
Incl: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

IMPLEMENTATION      SYSTEMS      DOCUMENTS      INNOVATION

NJL/ORD-ICT-OM/EQUIPMENT INVENTORY SYSTEM  
\_\_\_/January 13, 2026



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