



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

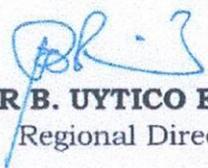
No. 225, s. 2026

MAR 03 2026

VIRTUAL MEETING ON INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGUs) FOR CALENDAR YEAR (CY) 2026

To: Schools Division Superintendents
Division Information Technology Officers
All Others Concerned

1. The Office, via the **ICT Unit**, will hold a **Virtual Meeting on the Inventory of ICT Donations from LGUs for CY 2026** on **March 4, 2026** at **10:00 AM**.
2. The virtual meeting aims to:
 - a. consolidate and update the region-wide inventory of all ICT equipment donated by the LGUs and ensure proper recording, accountability, and documentation of the donated items; and;
 - b. address issues and concerns regarding the receiving and utilization of these donations
3. See the attached Joint Memorandum from February 11, 2026 for guidelines and submission details. The meeting link will be shared in the group chat before the event with the request to ensure stable internet and join 15 minutes early.
4. For more details and queries, contact Mr. Nathaniel E. Lajot Jr., OIC-IT Officer I, ORD-ICT Unit at mobile number 09275366081.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated
Incl: Joint Memorandum dated 11 February 2026
To be indicated in the Perpetual Index
under the following subjects:

ICT DONATIONS INVENTORY LOCAL GOVERNMENT UNITS

NIJ/ORD-ICT-RM/Virtual Meeting on Inventory of ICT Donations from Local Government Units (LGUs) for Calendar Year (CY) 2026
_____/March 3, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos: (035) 527-5297
Email Address: nir@deped.gov.ph
Website: <https://depednir.net>

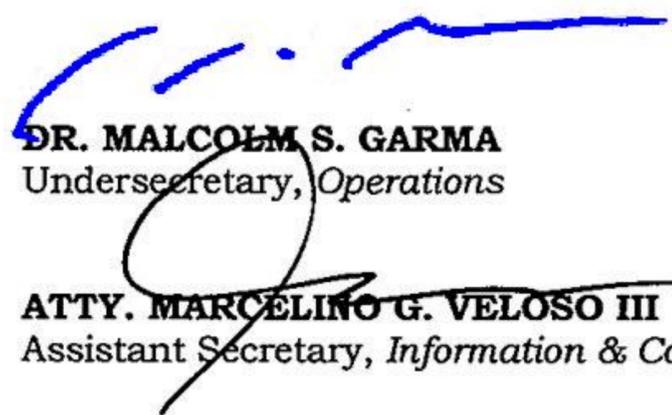


Republika ng Pilipinas

Department of Education

JOINT MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL INFORMATION TECHNOLOGY OFFICERS
DIVISION INFORMATION TECHNOLOGY OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM :  **DR. MALCOLM S. GARMA**
Undersecretary, Operations



ATTY. MARCELINO G. VELOSO III
Assistant Secretary, Information & Communications Technology

SUBJECT : INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT
UNITS (LGUs) FOR CALENDAR YEAR (CY) 2026

DATE : 11 February 2026

1. Overview

- 1.1. Pursuant to the Joint Memorandum dated 1 October 2025, "*Guidelines on the Engagement of Contract of Service for Information and Communications Technology (ICT) Needs*," which institutionalizes the inventory of ICT equipment in schools and field offices, this Memorandum is issued to:
 - 1.1.1. reinforce and supplement ongoing inventory efforts; and
 - 1.1.2. provide the ICTS–Technology Infrastructure Division (ICTS-TID) with a reliable view of current and projected device availability to guide budget programming and procurement planning.
- 1.2. Accordingly, all field offices are directed to gather and report data on recent and prospective ICT device donations from LGUs within their jurisdictions, beginning CY 2026, covering donations intended for delivery within the same calendar year.

2. Data gathering and submission

- 2.1. All Schools Division Offices (SDOs) shall coordinate with the following LGU offices within their territorial jurisdictions:
 - 2.1.1. Punong Barangay offices
 - 2.1.2. Municipal Mayor offices
 - 2.1.3. City Mayor offices
 - 2.1.4. Provincial Governor offices
- 2.2. SDOs shall encode the gathered information in the prescribed digital form and ensure that each entry specifies:
 - 2.2.1. Device count (total number of units targeted for donation);
 - 2.2.2. Device type (e.g., laptop, desktop, tablet, printer, projector, TV/monitor, networking equipment, or other ICT device);
 - 2.2.3. Donor LGU (recent or prospective, for CY 2026); and
 - 2.2.4. Intended beneficiary group (one or more), as follows:
 - 2.2.4.1. Learners/Students
 - 2.2.4.2. Teachers
 - 2.2.4.3. School Heads
 - 2.2.4.4. Non-teaching personnel / Administrative Officers
 - 2.2.4.5. ICT personnel / ICT Coordinators
 - 2.2.4.6. Others (specify)
- 2.3. Where applicable, SDOs may indicate whether units are intended for school-level allocation (specific schools) or division-level offices, to improve inventory projection.
- 2.4. All data shall be encoded in the Google file accessible through: <https://tinyurl.com/LGUdonations2026>
- 2.5. SDOs shall complete data entry no later than 28 February 2026.

3. Regional consolidation and certification

- 3.1. All Regional Directors (RDs) shall consolidate the SDO submissions within their respective jurisdictions and certify the accuracy of the consolidated data using Annex A.
- 3.2. Submission of Annex A shall be treated as an additional requirement for divisions availing of the Program Support Fund (PSF) under the accompanying Joint Memorandum dated 1 October 2025, "*Revised Guidelines on the Utilization of the DepEd Computerization Program – Program Support Fund (DCP-PSF) for Inventory, Maintenance, and Modernization.*"

3.3. The signed Annex A shall be emailed to ICTS-TID at icts.od@deped.gov.ph not later than 28 February 2026.

4. **Inquiries**

4.1. For questions or clarifications, please contact ICTS through icts.od@deped.gov.ph or (02) 8631-9636.

Copy furnished:

Office of the Secretary
This Department

ANNEX A

ATTY. MARCELINO G. VELOSO III
Assistant Secretary
Information and Communications Technology Service
Department of Education - Central Office

Subject: **INVENTORY OF ICT DONATIONS FROM LOCAL GOVERNMENT UNITS (LGUs)
FOR CALENDAR YEAR (CY) 2026**

Dear Assistant Secretary Veloso:

In line with the instruction in the 11 February 2026 Joint Memorandum titled "Inventory of ICT Donations from Local Government Units (LGUs) for Calendar Year (CY) 2026", this is to certify that this Office has checked the data submitted by our School Division Offices (SDOs) regarding the recent and prospective ICT device donations from LGUs within our jurisdiction, covering all donations that have been delivered or are intended for delivery within CY 2026, and confirm that the provided data are accurate and complete.

For your information and consideration.

Sincerely,

[NAME OF REGIONAL DIRECTOR]
[REGION]