



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

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**March 16, 2026**

**DIVISION MEMORANDUM**

No. 171, s. 2026

**VIRTUAL ORIENTATION ON ADDRESSING INVENTORY TEMPLATE  
ISSUES AND UPDATING THE SUBMISSION OF THE DEPED  
COMPUTERIZATION PROGRAM (DCP) PORTAL INVENTORY**

To: **Heads, Public Elementary, Secondary and Integrated Schools  
District ICT Coordinators  
School ICT Coordinators  
School Property Custodians  
Administrative Officer II  
All Others Concerned**

In line with the Division's continuing efforts to ensure accuracy, efficiency, and consistency in the management of the DepEd Computerization Program (DCP) Portal, a **Virtual Orientation on Addressing Inventory Template Issues and Updating the Submission of the DCP Portal Inventory** will be conducted for Division and School personnel with the following details:

- Date: March 19, 2026 (Tuesday)
- Time: 8:00 AM – 12:00 NN
- Platform: MS Teams
- Meeting Link: <https://tinyurl.com/3da9rych>

**Objectives of the Orientation**

1. The orientation aims to:
  - a. Clarify common issues and challenges in using the inventory template.
  - b. Guide participants on the proper encoding of inventory data.
  - c. Ensure accuracy and completeness in the submission of fully encoded inventories.
  - d. Standardize practices across divisions and schools for consistency in the DCP Portal.



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- e. Support school and division personnel in meeting submission requirements efficiently.

2. **Participants**

The following are required to attend the orientation:

- a. Heads, Public Elementary, Secondary and Integrated Schools
  - b. District ICT Coordinators
  - c. School ICT Coordinators
  - d. School Property Custodians
  - e. Administrative Officer II
3. All concerned are enjoined to ensure full participation and strict compliance with this Memorandum.
  4. Immediate dissemination of this Memorandum is desired.

**FOR THE SCHOOLS DIVISION SUPERINTENDENT**

**MICHAEL T. RAPIZ**

Chief Education Supervisor  
School Governance and Operations Division

Enclosure: As stated  
/FPJ



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