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

November 10, 2026

DIVISION MEMORANDUM
No. 699 s. 2026

VIRTUAL ORIENTATION ON THE DEPED COMPUTERIZATION PROGRAM - TRACKING, REPORTING, ACCEPTANCE, COMPLIANCE, AND EVALUATION SYSTEM (DCP - TRACES), AND BRIEF DISCUSSION ON THE TEACHER ASSIGNMENT FOR LAPTOP ALLOCATION (TALA)

To: **Chief Education Supervisors, CID and SGOD**
Public Schools District Supervisors
Principals In-Charge of the District
Heads, Public Elementary, Secondary and Integrated Schools
Administrative Officer II
Schools ICT Coordinators
All Other Concerned

1. Pursuant to the DepEd Computerization Program (DCP) and in line with the reference memorandum from the Office of the Assistant Secretary for Information and Communications Technology (OASICT), the Schools Division of Aklan will conduct an Orientation on the DepEd Computerization Program – Tracking, Reporting, Acceptance, Compliance, and Evaluation System (DCP-TRACES), and a brief discussion on the Teacher Assignment for Laptop Allocation (TALA).

2. DCP-TRACES is the system for delivery acceptance, monitoring, and evaluation of DCP packages, while TALA is the system for the allocation of laptops to verified teacher recipients.

3. The activity aims to:

   a. orient participants on the features, access, and roles in DCP-TRACES;

   b. guide schools in the tracking, reporting, acceptance, and compliance requirements for delivered DCP packages;

   c. discuss the TALA process, including the encoding of eligible teachers, the random draw, and the finalization of recipients; and

   d. address concerns and clarifications on the two systems.

4. The orientation will be conducted through video conference on Microsoft Teams on **November 12, 2026**, at **1:00PM**. The meeting link and other details will be provided through the official channels of the Districts/School ICT Coordinators chat group.

5. Participants shall be the following: School Heads, Administrative Officer II, School ICT Coordinators, and other personnel concerned with DCP implementation.

6. Participants are reminded to: (a) use the official school account (schoolid@deped.gov.ph) when accessing TALA; (b) have their school ID, delivery receipts, and inspection and acceptance reports ready; and (c) prepare their questions or concerns for the open forum.

7. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

MICHAEL T. RAPIZ
Chief Education Supervisor
In-Charge of the Division

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