




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists/ Division Coordinators
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

SUBJECT: **IMPLEMENTATION OF ICT EQUIPMENT INVENTORY
SYSTEM**

DATE: **September 21, 2021**

1. This Office, through the **Office of the Schools Division Superintendent – Information Communications Technology (OSDS-ICT) Unit** informs all SDO employees on the Implementation of the **ICT Inventory System** in this Division starting on September 21, 2021. The ICT Inventory System is one of the initiatives of this office to automate the process of accessing, searching and monitoring all provided ICT equipment in the Division Office.

2. All personnel are advised to present the ICT equipment provided by the Office in the process of encoding to fast track the inventory of the said items. Furthermore, all newly procured ICT Equipment shall be properly recorded in the ICT Inventory System and released by the **Division Property and Supply Section**.

3. Widest dissemination of and compliance to this Memorandum are earnestly desired.



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