



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

February 12, 2026

DIVISION MEMORANDUM

No. 73, s. 2026

**IMPLEMENTATION OF THE DCP ICT INVENTORY PORTAL AND CONDUCT OF
ICT EQUIPMENT INVENTORY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Concerned Education Program Supervisors
Concerned Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the continuing efforts of the Department of Education (DepEd) to strengthen data-driven planning, monitoring, and equitable allocation of ICT resources, the Department, through the Information and Communications Technology Services (ICTS), has recently launched the DCP ICT Equipment Inventory Portal.
2. The portal may be accessed through the Learner Information System (LIS) at: **<https://lis.deped.gov.ph>**
3. The DCP ICT Equipment Inventory Portal shall serve as the official platform for the submission and updating of ICT-related data across all field offices and schools. The information gathered through this system shall support reporting, monitoring, and prioritization of ICT fund and resource releases.
4. All schools are hereby directed to submit the updated Inventory through the portal. The Inventory Template (Excel format) contains the following worksheets:
 - a. **Stakeholder Profile** - school information and accessibility details;
 - b. **Personnel** - employee identification and contact details;
 - c. **Equipment** - property and serial numbers and types of ICT equipment (e.g., servers, desktops, laptops, tablets, peripherals, and Smart TVs);
 - d. **Internet Connectivity** - provider, subscription, utilization, and power data;
 - e. **ISP Account** - company details, cost, bandwidth, and acquisition mode;
 - f. **ISP Speed Test Results** - download, upload, and ping; and
 - g. **ISP Subscription Cost** - total internet expenses
5. All guidelines and instructions are clearly indicated in the Read Me, List of Acronyms, and Referential Data worksheets of the template.





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6. All required files must be properly accomplished and/or updated prior to the release of any ICT allocation. Compliance with this requirement is mandatory and shall serve as a criterion for eligibility to receive both current and future ICT allocations.
7. The Inventory Template shall be jointly accomplished by the School Head, Administrative Officer II, ICT Coordinator and Property Custodian to ensure accuracy, timeliness, and confidentiality of data.
8. The deadline for uploading/submission of the accomplished Inventory Template is **March 31, 2026**.
9. For questions or clarifications regarding the template, please course your inquiries through the Division Information Technology Officer.
10. Attached to this Memorandum is the process flow and guide on accessing the portal, as well as the downloading and uploading of the accomplished Inventory Template.
11. For strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 





Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL

2025 | GUIDE FOR SCHOOLHEADS & SYSTEM
ADMINISTRATORS

DepEd Computerization Portal (DCP) Portal Guide for School Heads and System Administrators

I. Purpose

This guide aims to provide School Heads and System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

II. Scope

This guide applies to all School Heads and Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.

NOTE:

This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.

How to navigate within this User Guide

For an easy reading experience, this User Guide uses the following format and icons to highlight important actions:

FORMAT/ICON	MEANING
Bold Text	Emphasizes important words or phrases.
Bold + Blue Text	Clickable links (e.g., websites, emails, or LMS locations).
Bold + Red Text	Indicates an action to be performed using a keyboard or mouse.
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Parts in Red Boxes</div>	Highlights specific areas of a screenshot for attention.

	Reference numbers or letters used to label parts within an object.
Cursor Icon ()	Shows where to click to access a link or perform an action.

I. INTRODUCTION

The **DepEd Computerization Program (DCP) Portal** serves as the central hub for monitoring and managing IT equipment and digital resources across all public schools. To maintain an organized and up-to-date national database, it is essential that the data provided by each school is both accurate and standardized.

This guide is designed to streamline the reporting process for **School Heads** and **Assigned System Administrators**. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

II. WHAT YOU NEED BEFORE YOU START

Before starting with the application, please ensure the following requirements are met to make navigating the DCP Portal easier:

A. Minimum Device Specification Requirements

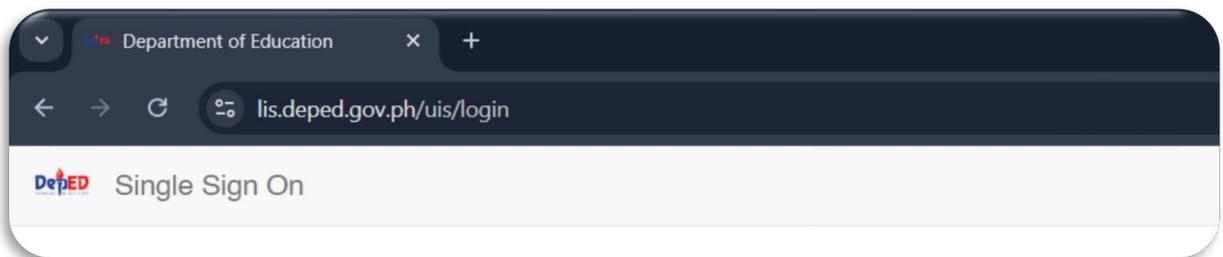
- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

B. Additional Requirements

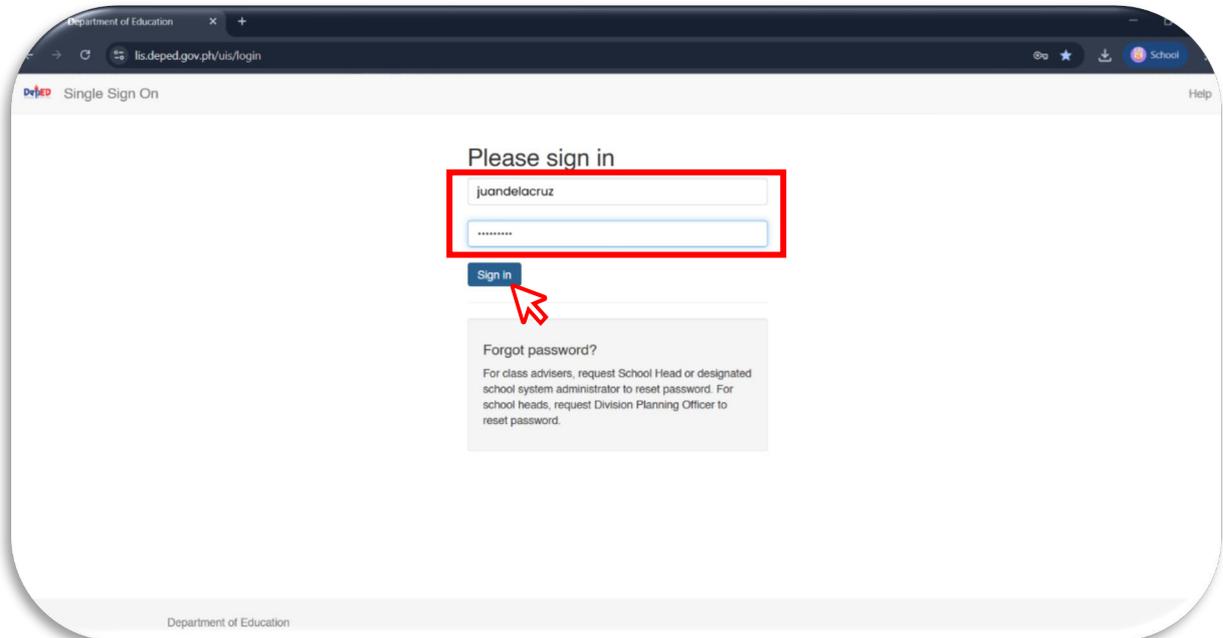
- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your **own** official DepEd email account (active and currently being used)

III. SCHOOL HEAD SIGN-IN AND ASSIGNMENT OF DCP ADMINISTRATORS

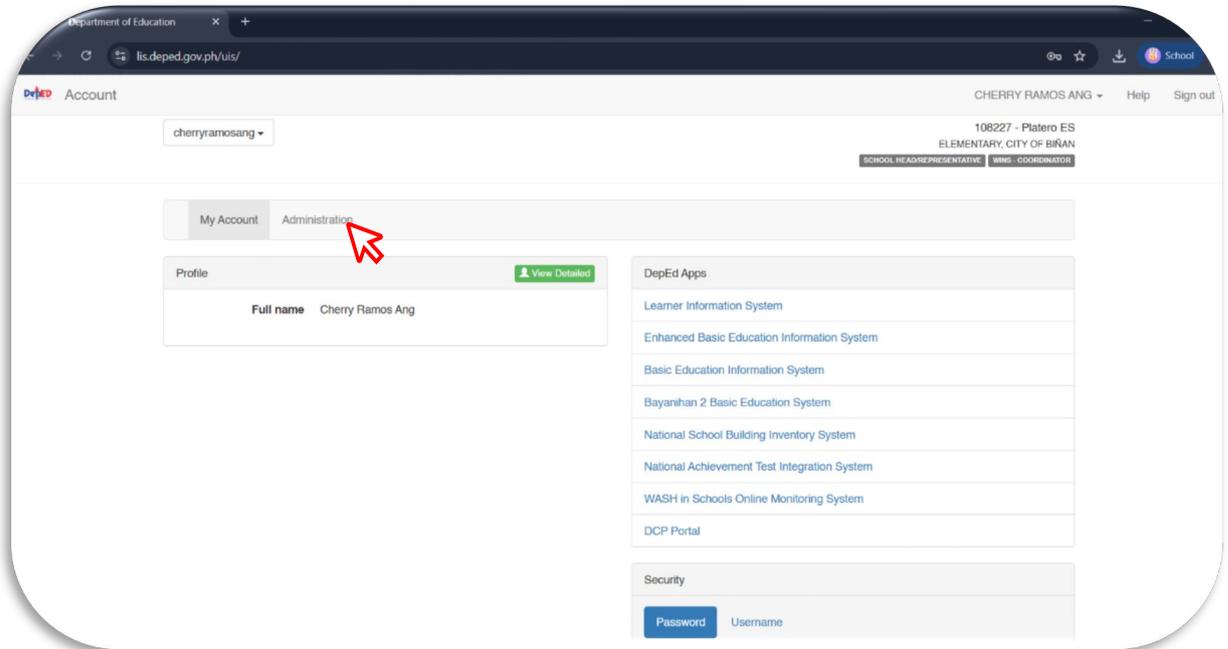
1. Open your preferred web browser (e.g., Chrome, Edge, Safari).
2. On the address bar, **type:** <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



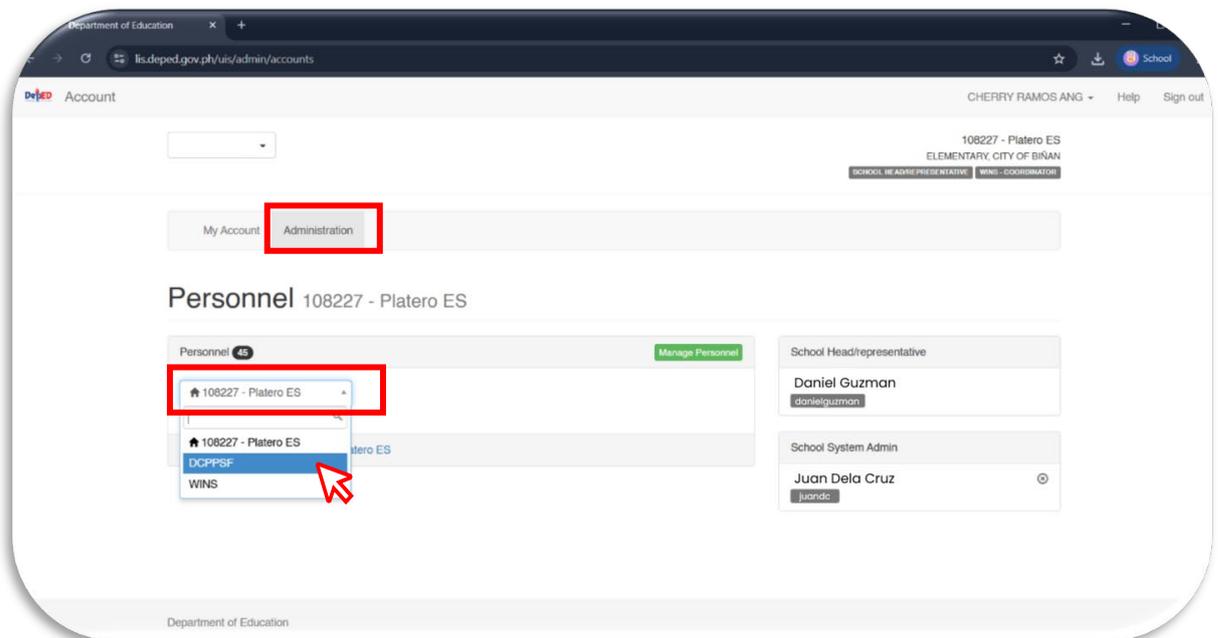
3. Upon reaching the **Log-in** page, you are required to **sign in** using your own **LIS account**.



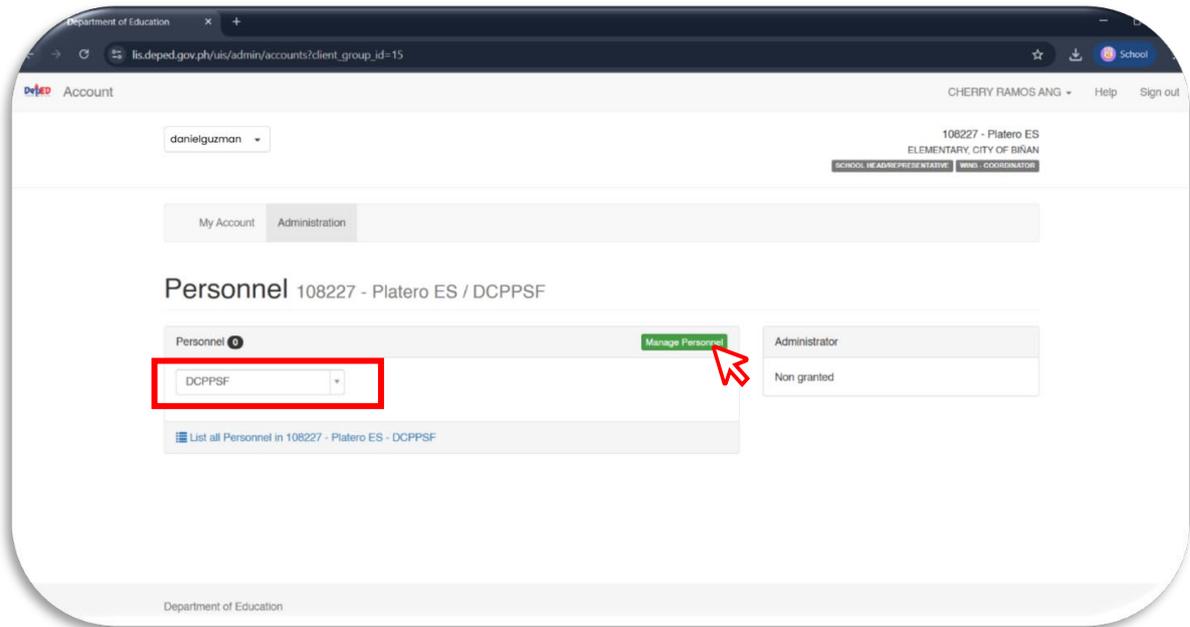
- After **signing-in** as **School Head**, **navigate** the “**Administration**” tab besides the **My Account** then **click**.



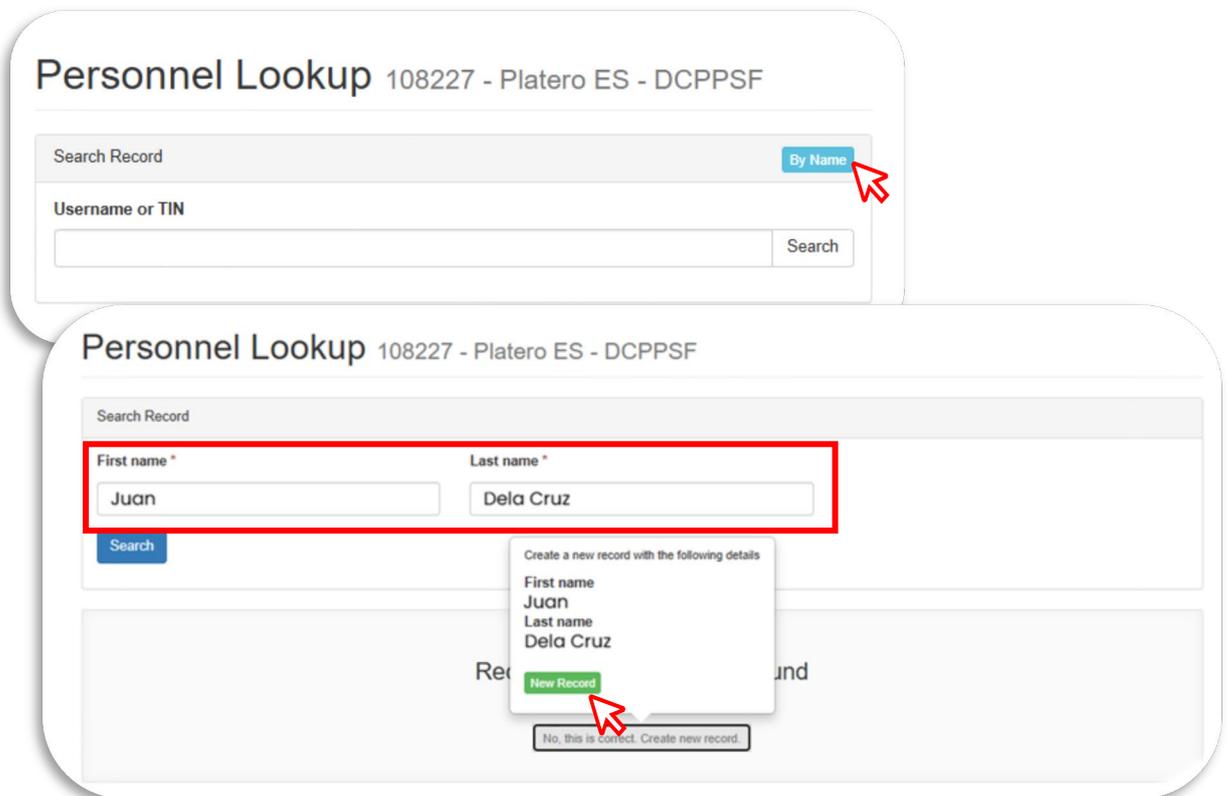
- When at the **Administration** tab, **hover** your mouse cursor onto the **dropdown bar** then **click**. Find among the choices the “**DCPPSF**” item then **click**.



6. You will then be redirected to the **DCPPSF** tab, **click** on **“Manage Personnel”**.



7. For creation of **new accounts**, **click** on **“By Name”**. **Type** in the **First and Last name** then **click** on **“New Record”**.



NOTE: For **Existing Accounts**, proceed on step **no. 11**.

8. **Type** in the required details, **click** on the “**create**” button once all information is **verified correct**.

The screenshot shows a web form titled "New Personnel" with the following fields and values:

- First name *: Juan
- Middle name *: Reyes
- Last name *: Dela Cruz
- Ext name: (empty)
- Gender *: Male
- Birthdate *: 01/28/1990
- TIN *: 567812345
- Gsisbp no: (empty)
- Plantilla item no: (empty)

A red arrow points to the "Create" button at the bottom left of the form.

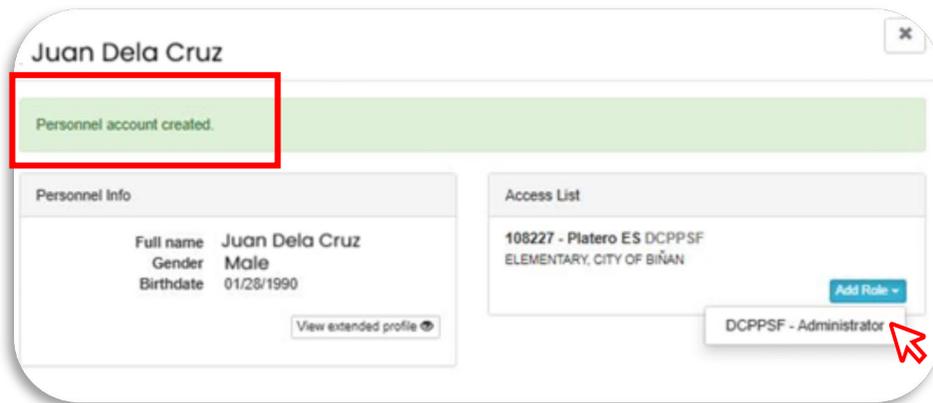
9. **Type** in your desired username, then **click** on “**Create Account**”.

The screenshot shows a confirmation screen with a green banner that says "Personnel record created." Below this, there are two main sections:

- Personnel Info:**
 - Full name: Juan Dela Cruz
 - Gender: Male
 - Birthdate: 01/28/1990
 - View extended profile (link)
- Create Account:**
 - Account is required to enable access control. Provide username to create an account for this personnel.
 - Username *: juan.delacruz@deped.gov.ph
 - Create Account (button)

A red arrow points to the "Create Account" button in the "Create Account" section.

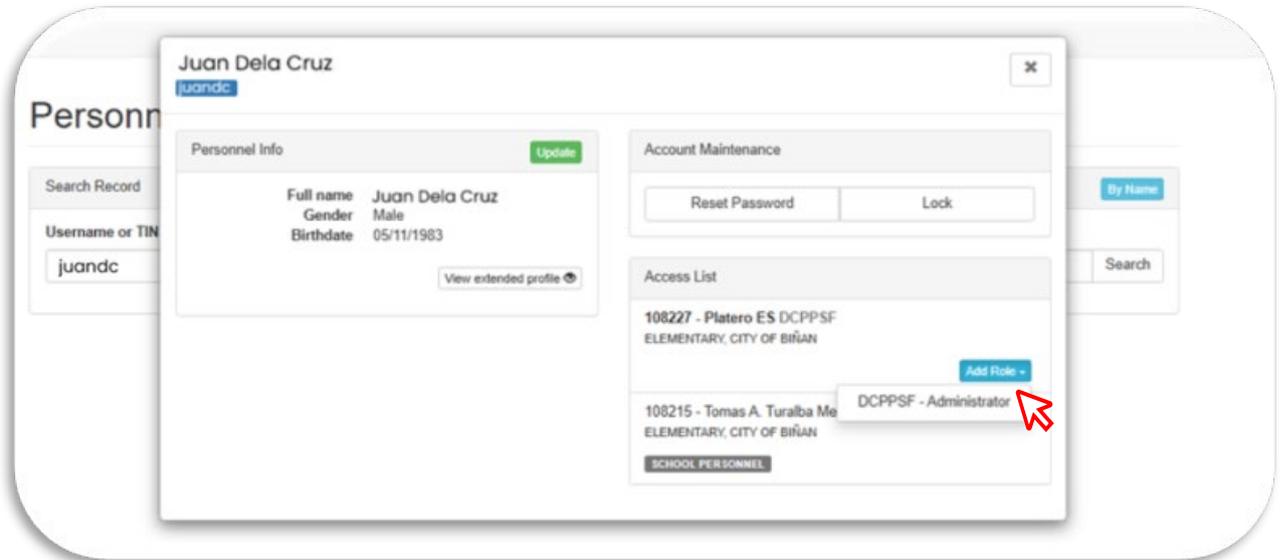
10. A **success message** will be displayed above. Then **hover** onto the “**Add Role**” dropdown bar then click. Once **dropdown** choice is **displayed**, **click** on “**DCPPSF – Administrator**” choice.



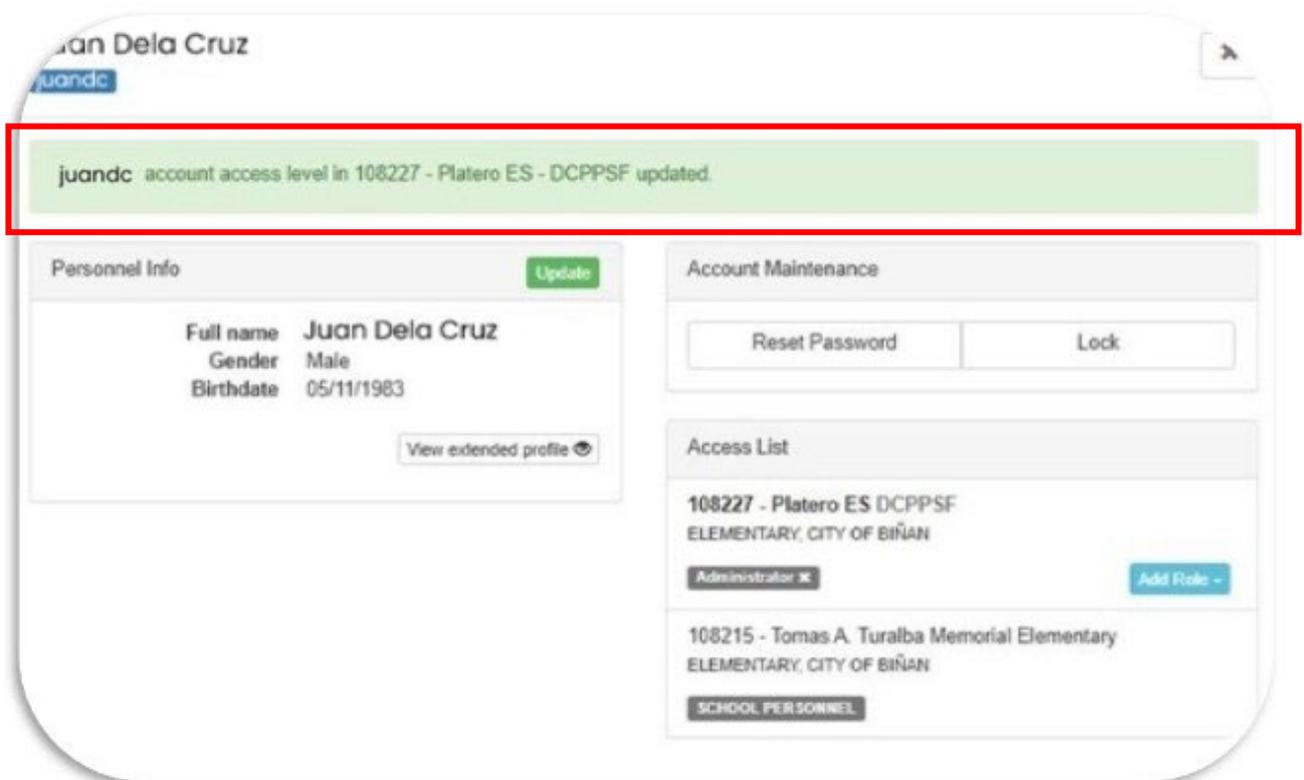
11. For **existing accounts**, **type** in **username/TIN** then **click search**.



- After **clicking** on “**Search**”, kindly **check** the information of your desired DPC Administrator. Click on “Add Role” dropdown bar and chose “DCPPSF - Administrator”.



- A **success** message will pop-up once **assignment** is successful.





INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DepEd Computerization Program (DCP) Portal



2026
Guide for DCP Portal System Administrators



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Purpose



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Scope



This guide applies to all Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.

NOTE: This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.



How to navigate within this User Guide

Bold Text

Emphasizes important words or phrases

Bold + Blue Text

Clickable links (e.g., websites, emails, or DCP Portal navigation buttons)

Bold + Red Text

Indicates an action to be performed using a keyboard or mouse.



Highlights specific areas of a screenshot for attention



Shows where to click to access a link or perform an action



Introduction

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This guide is designed to streamline the reporting process for Assigned DCP System Administrators. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

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- Internet Connection: 5mbps upload/download

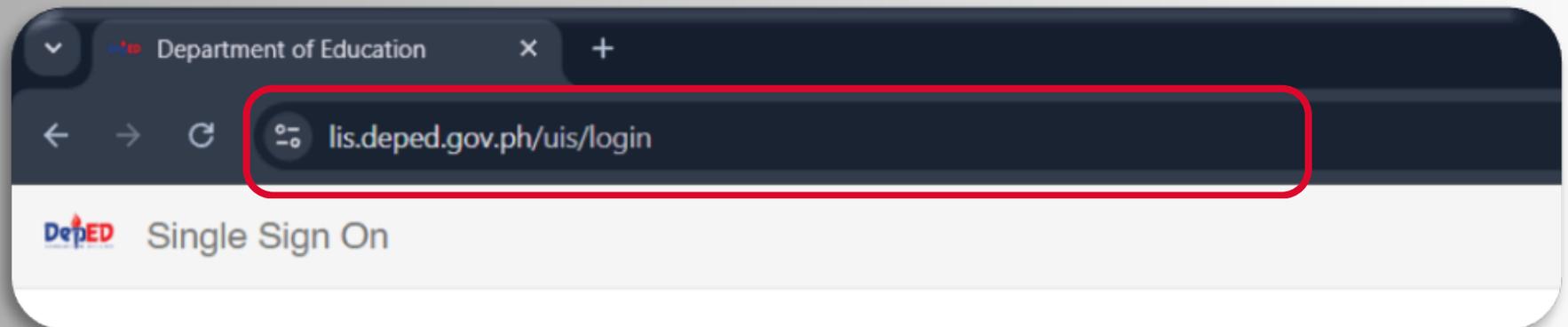
B. Additional Requirements

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- A Stable internet connection
- Your own official DepEd email account (active and currently being used)

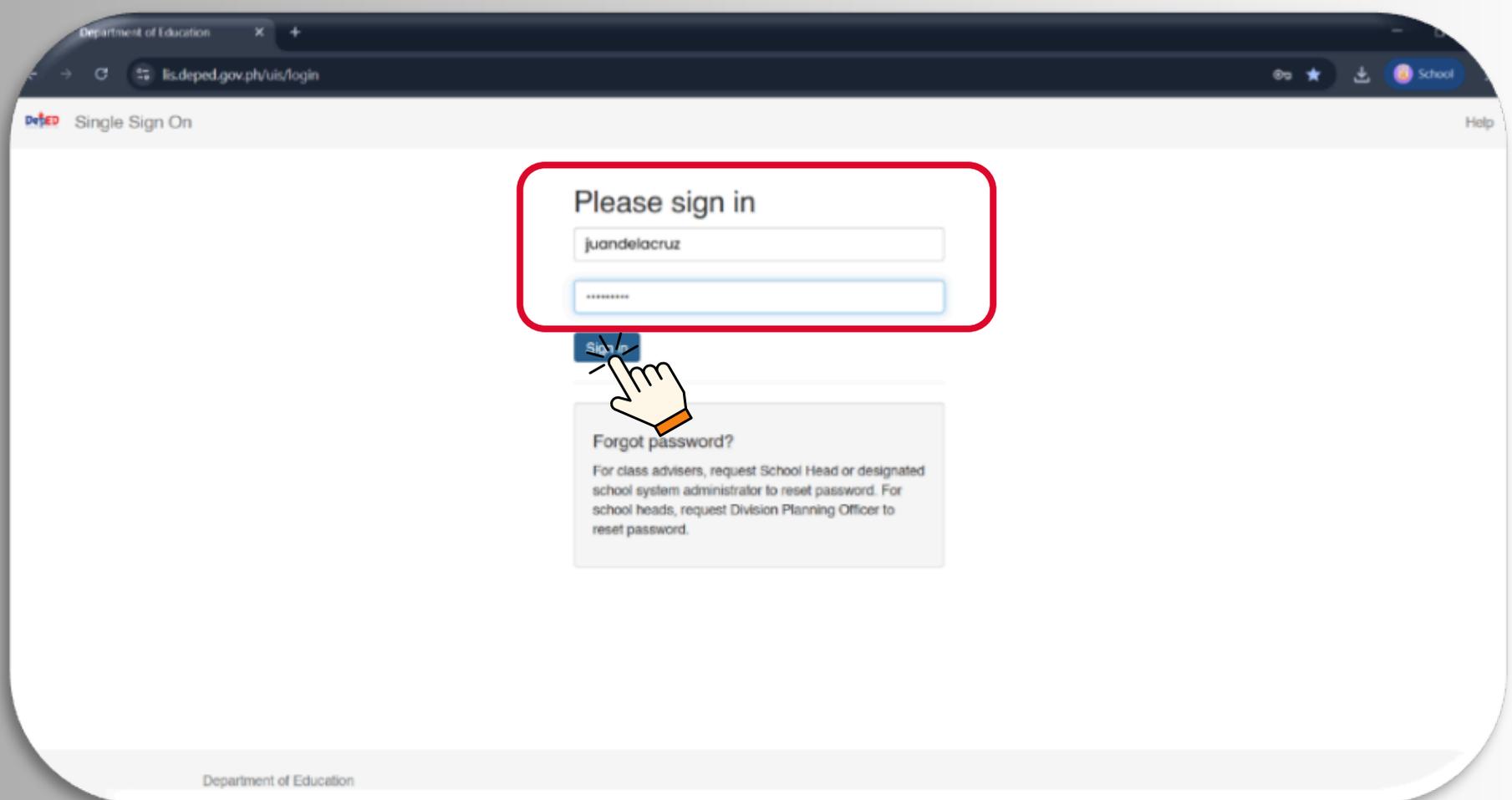
System Administrator Sign-in



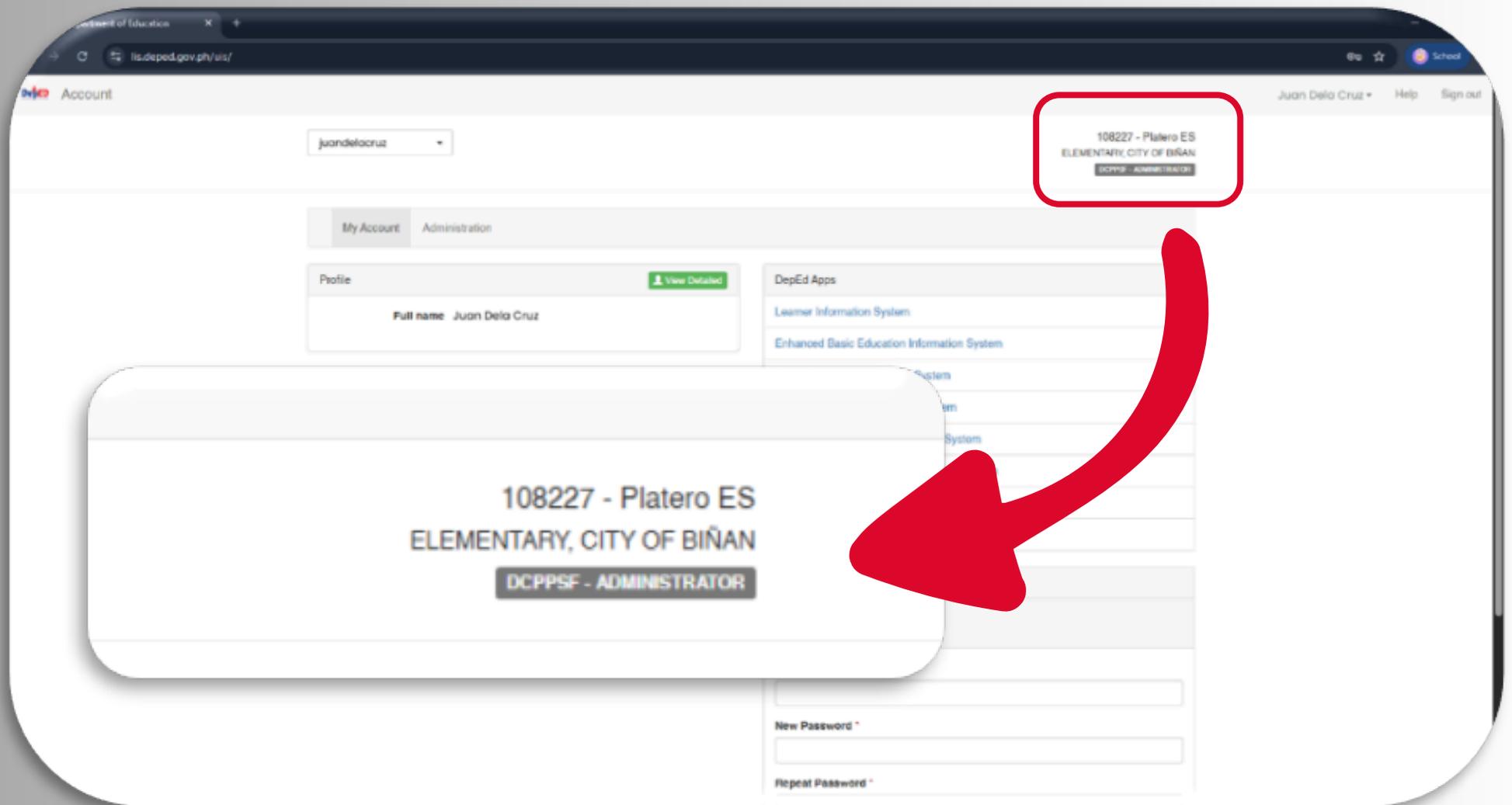
1. Open your preferred web browser (e.g., Chrome, Edge, Safari)
2. On the address bar, **type**: <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



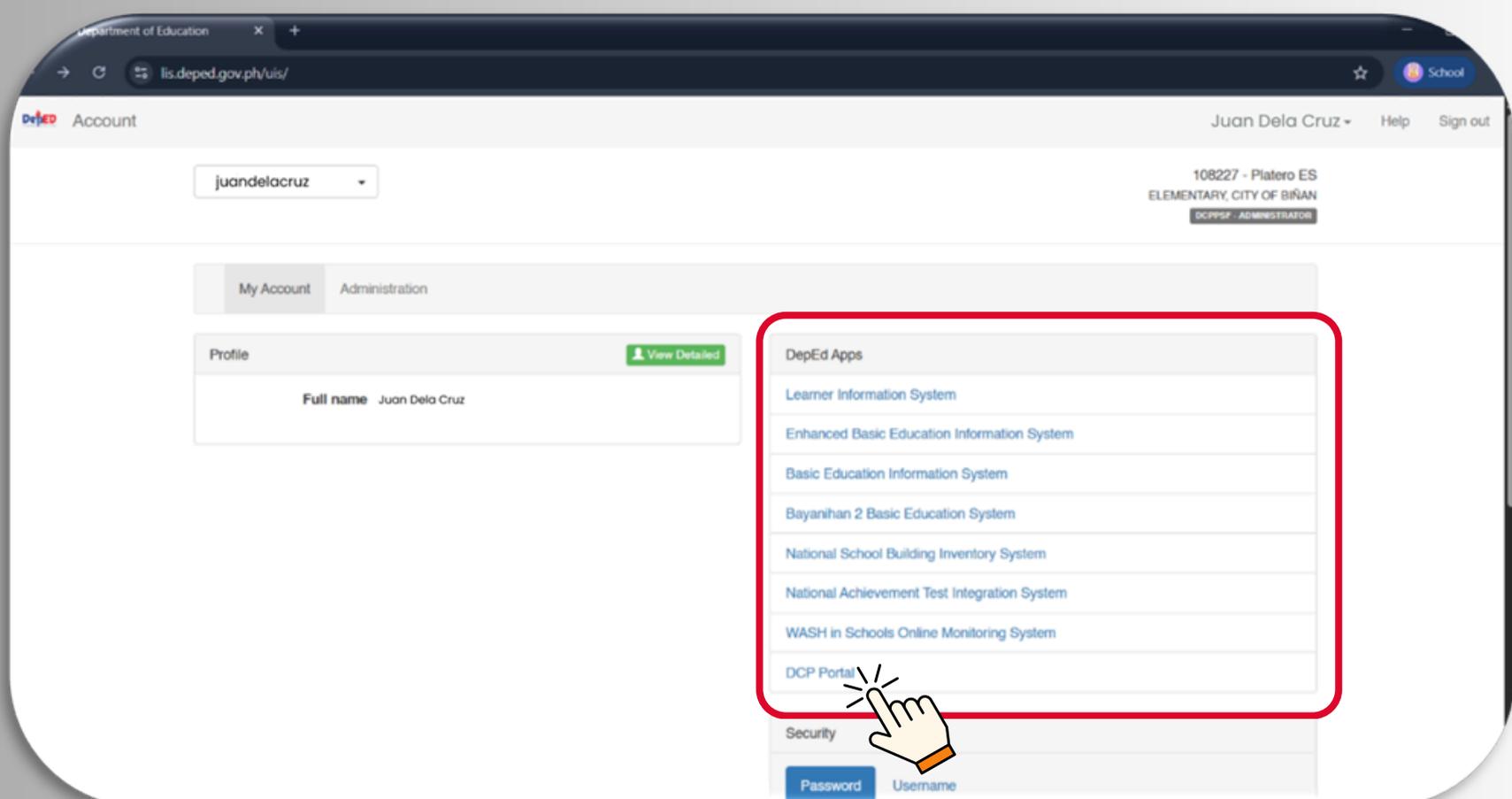
3. Upon reaching the **Log-in page**, you are required to **sign-in** using your own **LIS account**.



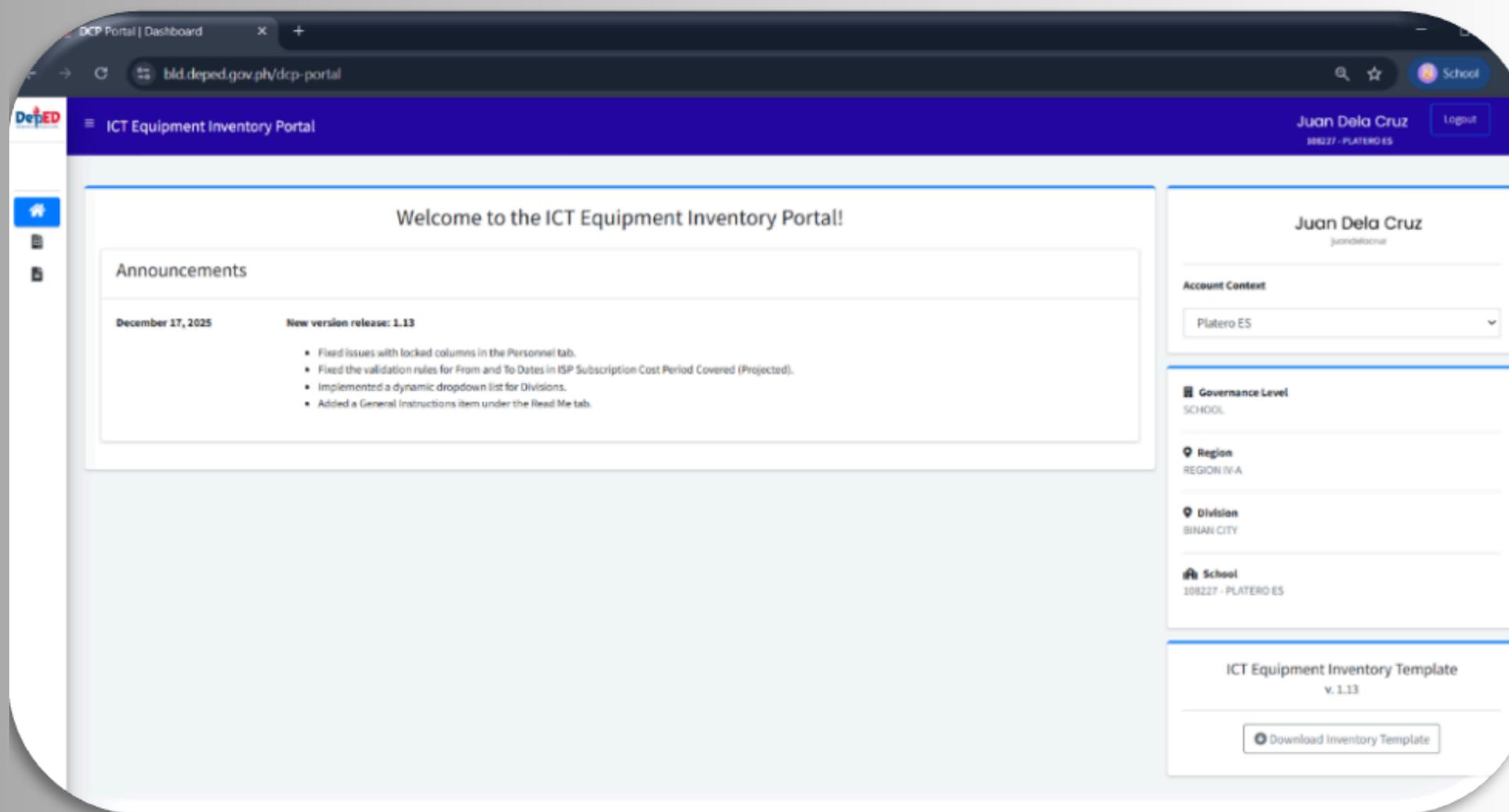
4. After **signing-in** as **DCP Administrator**, **verify** it by checking at the top right of the interface showing the “**DCPPSF - ADMINISTRATOR**” tag.



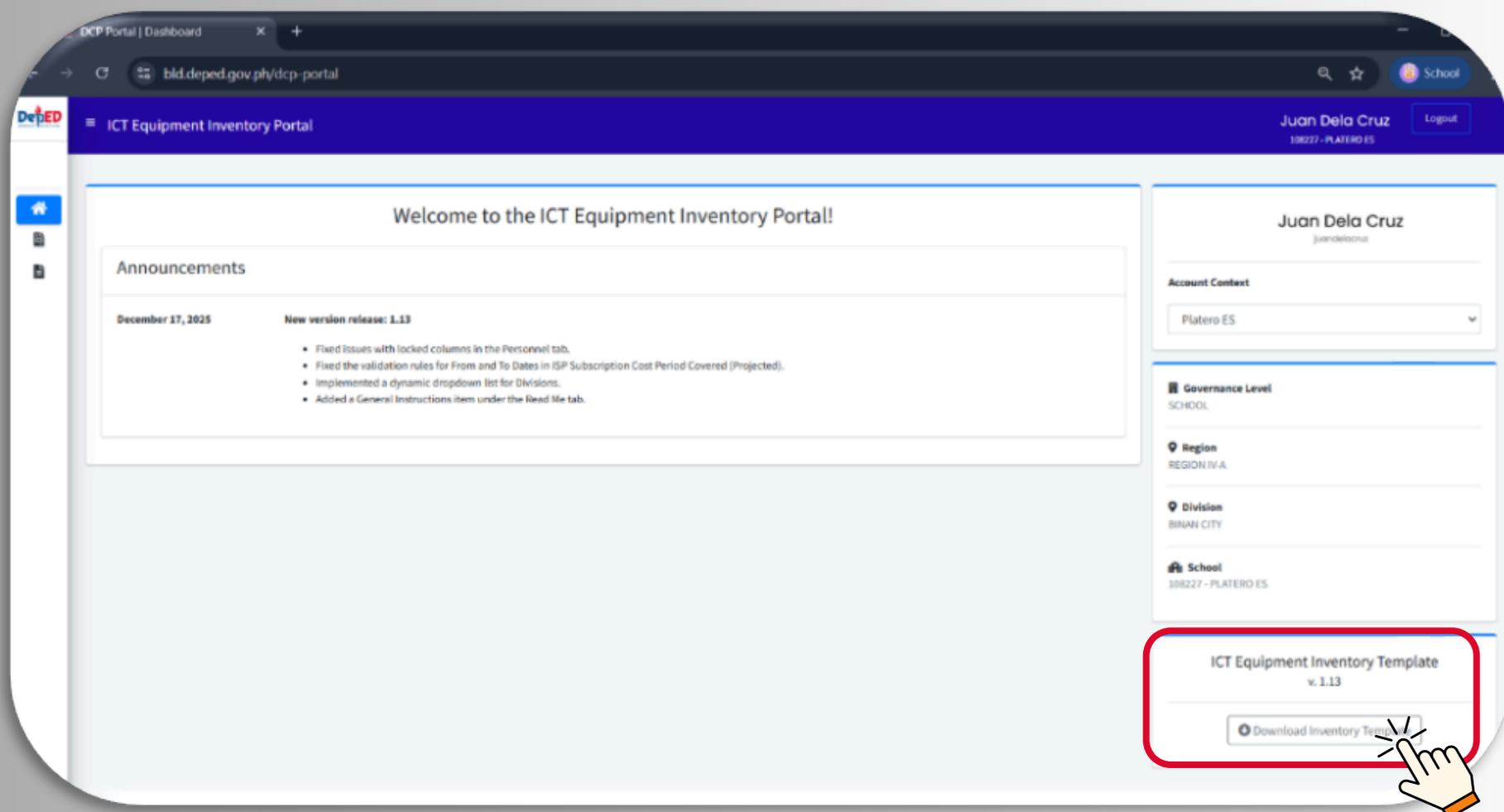
5. **Navigate** to the **DCP Portal** by **clicking** on it under the list of **DepEd Apps**.



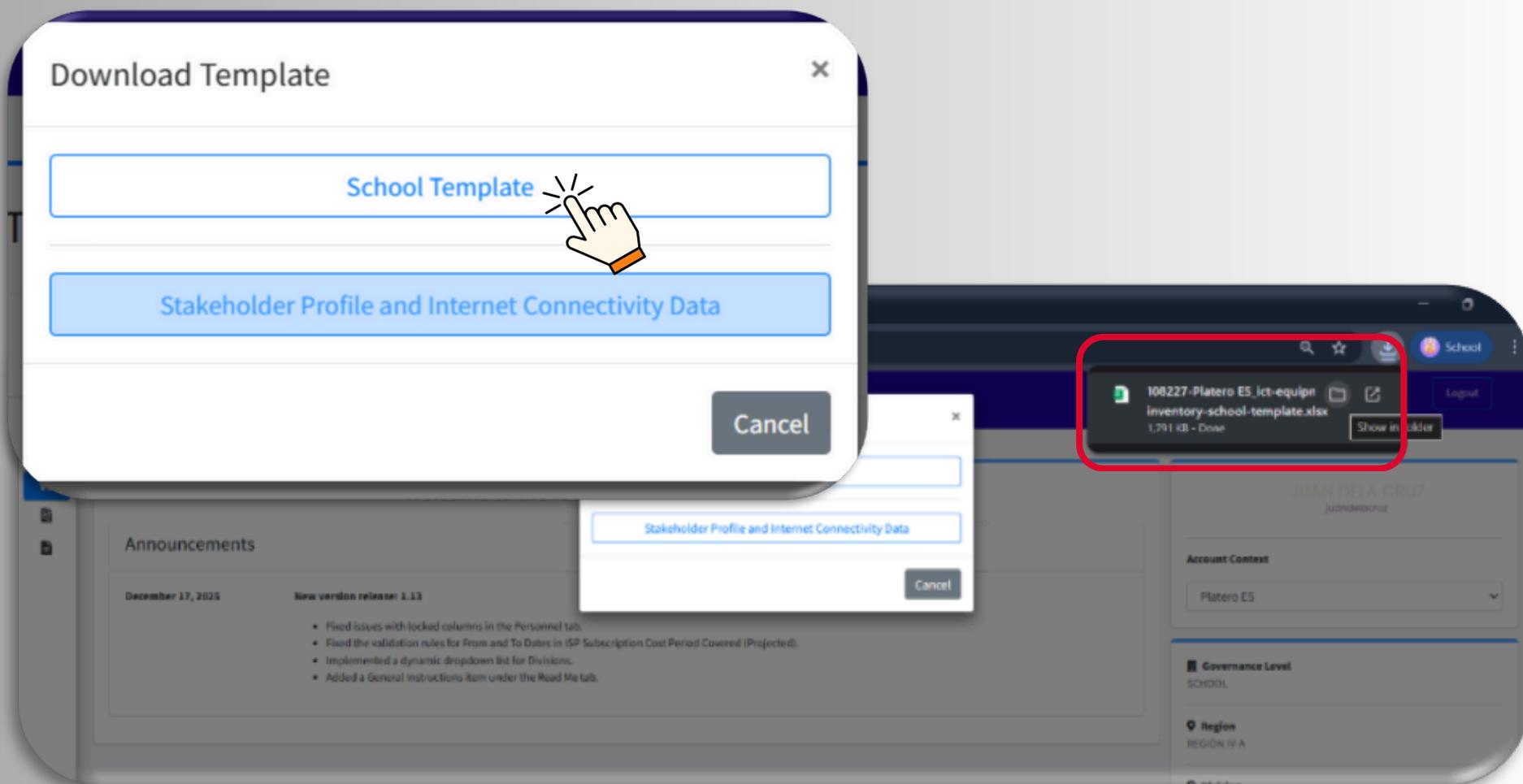
6. DCP Portal Homepage



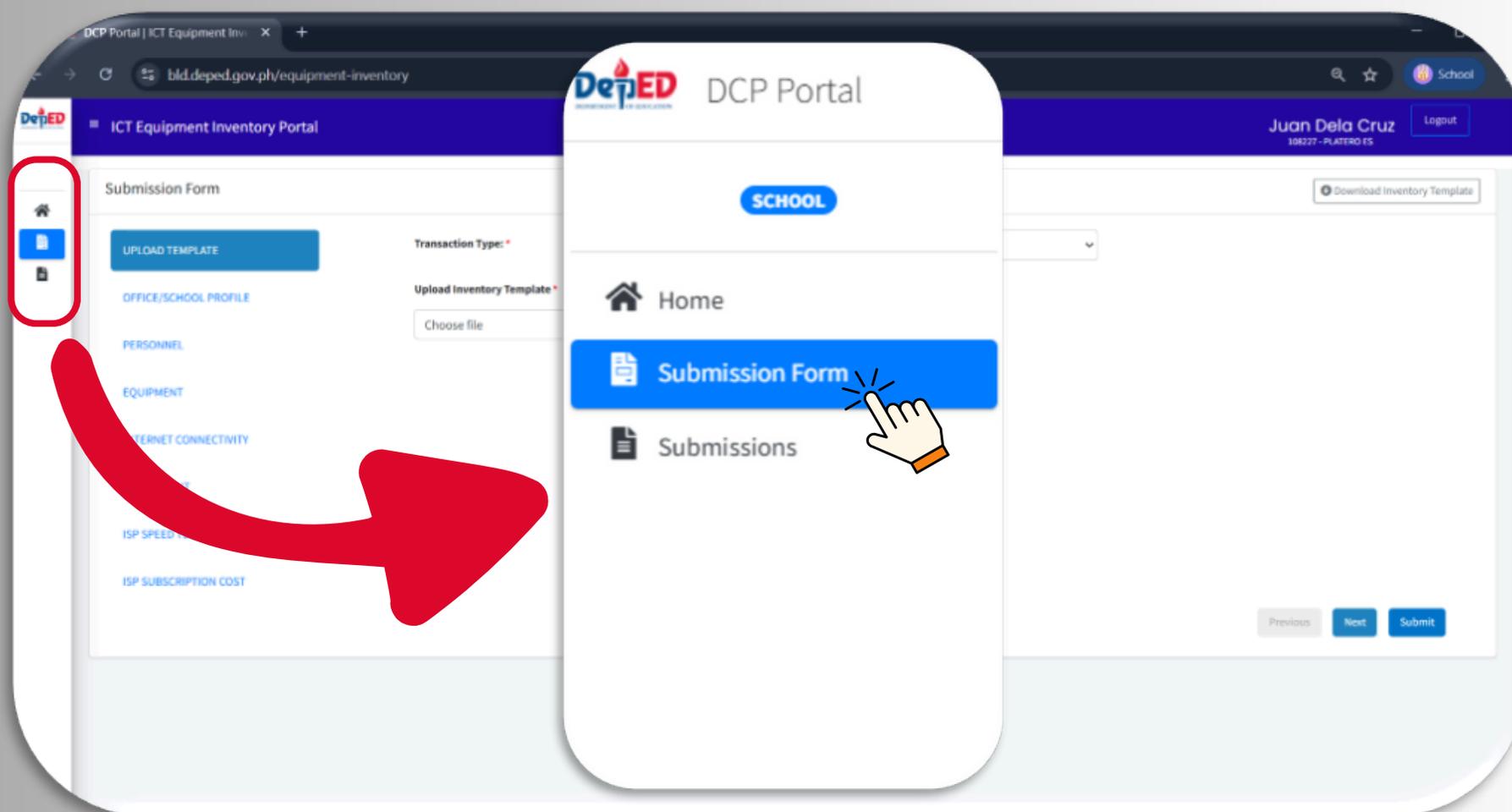
7. **Navigate** to the **ICT Equipment Inventory Template** located at the bottom right of the home page. **Click** on the button “**Download Inventory Template**”.



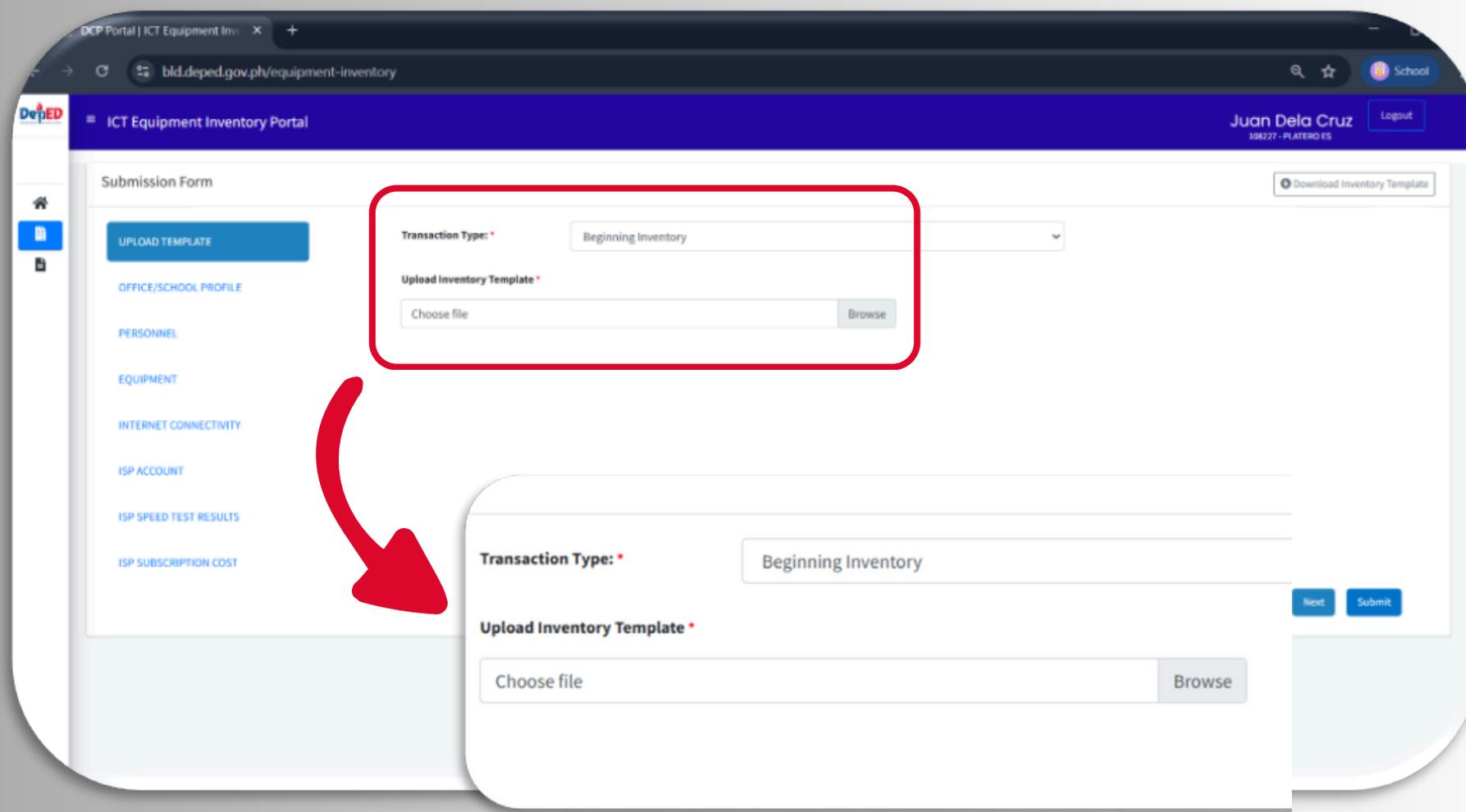
8. A **pop-up tab** will show up, **click** on the button **“School Template”** to download the **Excel template**.



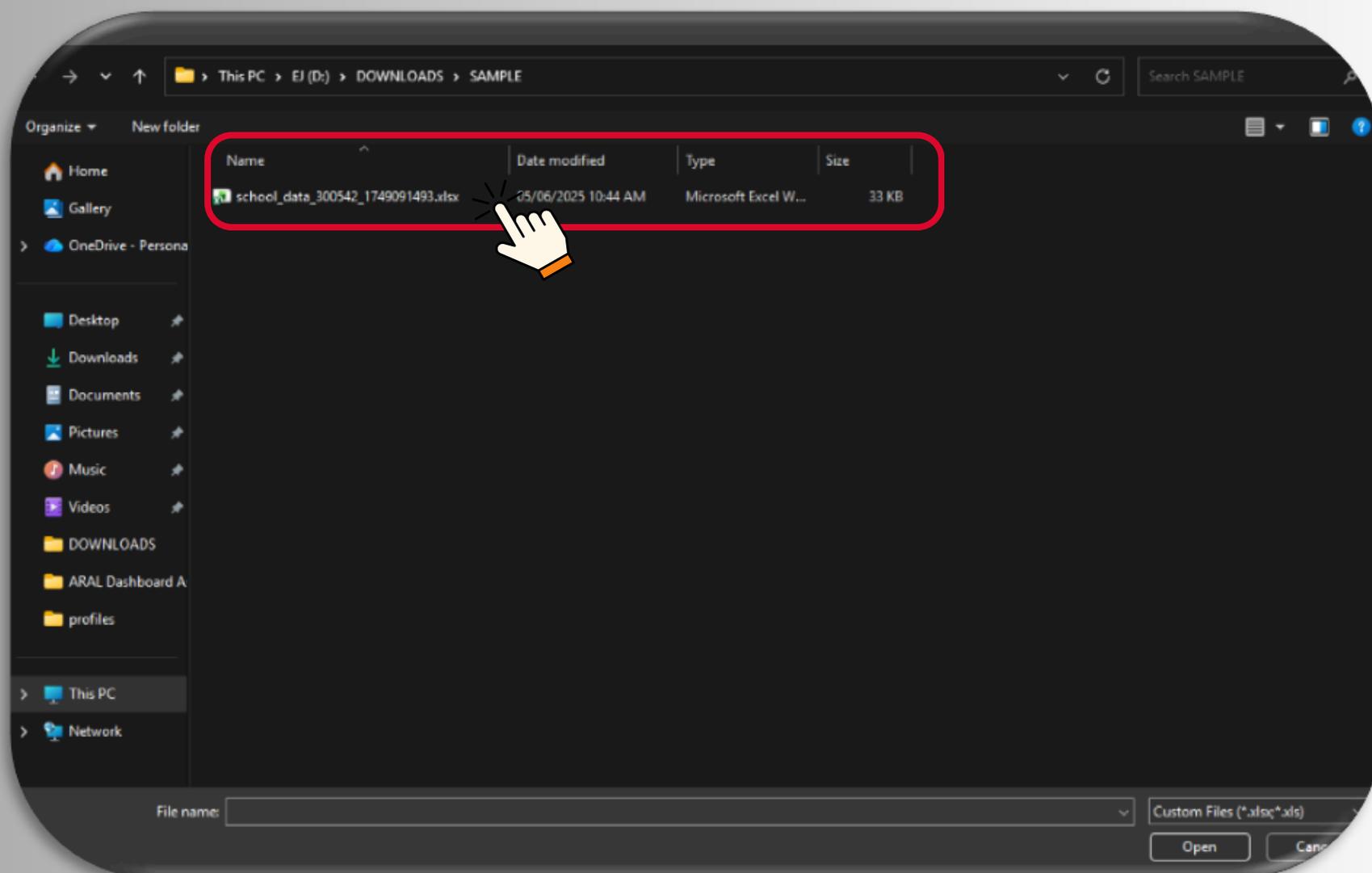
9. Once the **template** is completely filled-up, you may submit it by **navigating** the **submission button** on the left side of the page. **Click** on the **2nd button** to **submit**



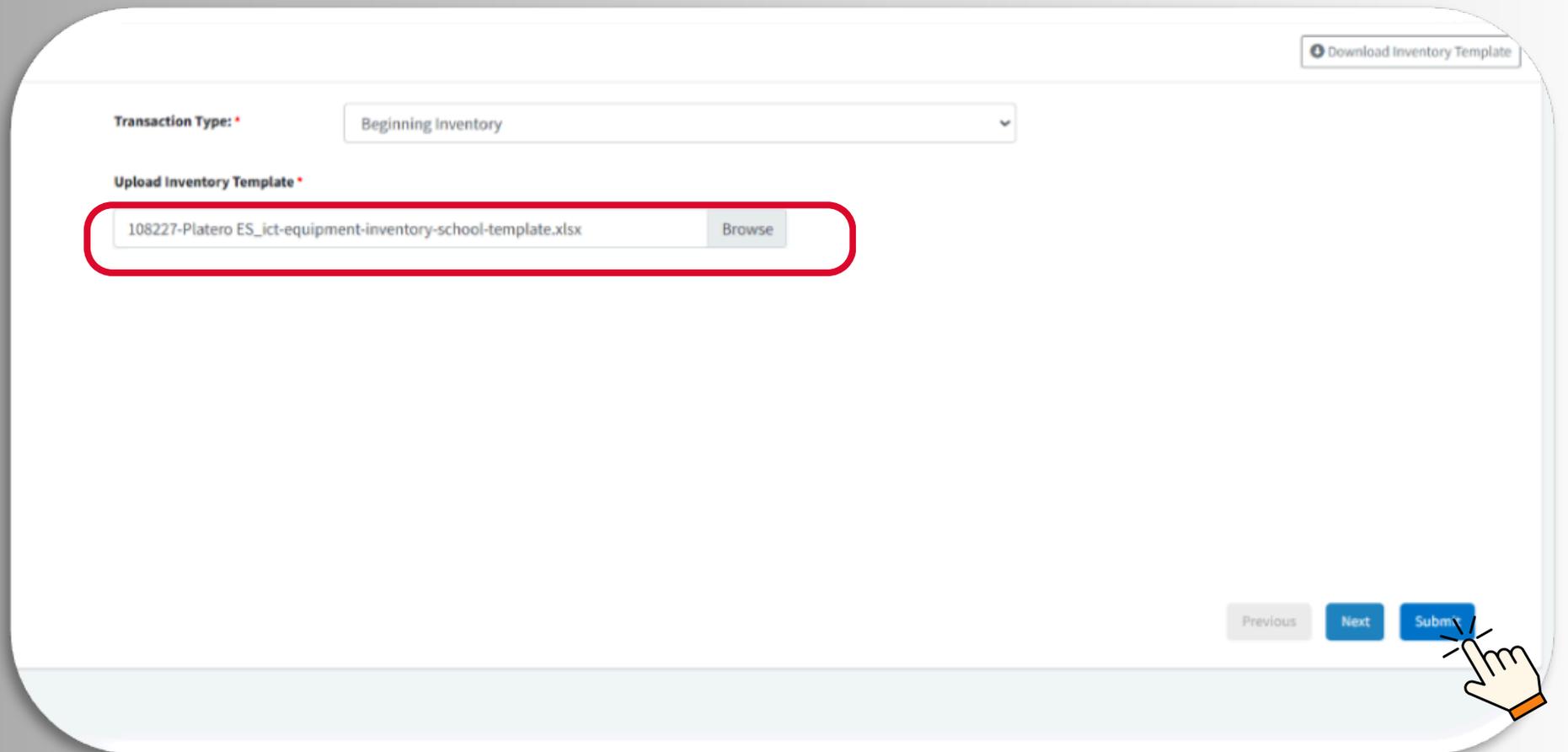
10. On the **Submission Form** page, **click** on the “**Browse**” button to upload the **school template** you filled out.



11. **Navigate** to the folder where you **edited and saved** your **template file**.

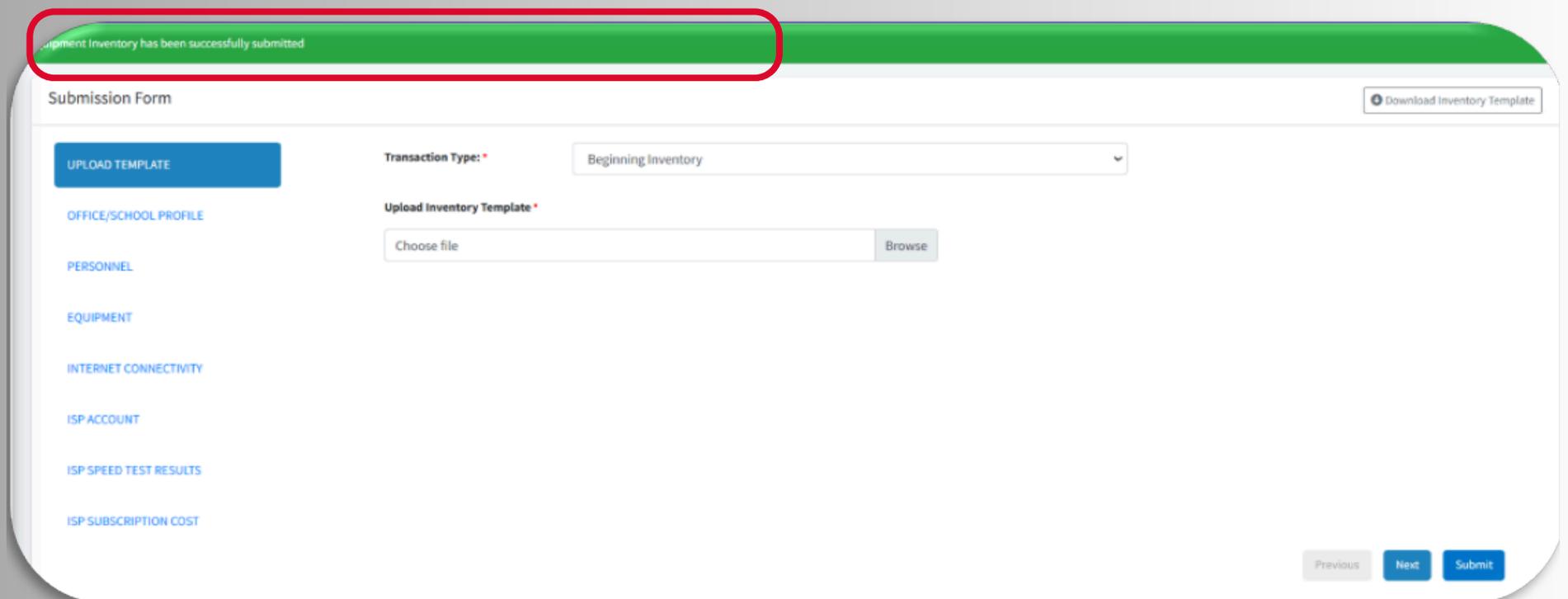


12. Once the **correct file** is selected, **click** on the “**Submit**” button below.



The screenshot shows a web form with a dropdown menu for "Transaction Type" set to "Beginning Inventory". Below it is a file upload section titled "Upload Inventory Template" with a text box containing the filename "108227-Platero ES_ict-equipment-inventory-school-template.xlsx" and a "Browse" button. At the bottom right, there are three buttons: "Previous", "Next", and "Submit". A hand cursor is pointing at the "Submit" button. A "Download Inventory Template" link is visible in the top right corner.

13. A **success message** will show up above when all fields are **correct**.



The screenshot shows the same web form as in the previous image, but with a green success message banner at the top that reads "Equipment Inventory has been successfully submitted". The form fields are now empty, with the "Upload Inventory Template" section showing a "Choose file" button instead of a filename. The "Submit" button is now highlighted in blue. The "Download Inventory Template" link is still present in the top right corner.

Congratulations!

You have successfully reached the end of this user guide for DCP Portal Administrators and submitted your inventory template. This is an important milestone towards ensuring data integrity and compliance with the latest DCP reporting standards.

Should you have any questions or encounter any concerns, please contact the DCP PSF support team at support.dcppsf@deped.gov.ph or send a ticket at <https://tinyurl.com/PSFSupport>.

Thank you, and keep moving forward toward your goal!



DCP PSF Support & Ticketing Form