



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

June 15, 2026

DIVISION MEMORANDUM

No. **200**, s. 2026

2025-2026 DEPED COMPUTERIZATION PROGRAM (DCP) EQUIPMENT AND CONNECTIVITY VALIDATION, RECEIPT CONFIRMATION, FEEDBACK, AND PHOTO DOCUMENTATION

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

1. Pursuant to the Central Office Memorandum dated June 9, 2026, issued by the Office of the Secretary, schools are mandated to conduct an immediate validation and documentation process for all received DepEd Computerization Program (DCP) equipment and connectivity support. This exercise serves to validate the actual delivery, condition, deployment, and utilization of these assets, ensuring perfect reconciliation with property records and the official DCP Portal.
2. This directive covers all DCP laptops and Smart TVs delivered to schools in 2025, as well as national connectivity initiatives activated in 2026.
3. To facilitate a seamless submission process, the following tracking platforms and online forms must be accomplished by the designated personnel:

Deliverable / Task	Responsible Personnel	Submission Link / Platform
DCP Portal Update Verify school records, equipment condition, serial numbers, asset tags, and recipient emails.	School Head, ICT Coordinator, Property Custodian	https://bld.deped.gov.ph/dcp-portal
Individual Laptop Confirmation Account for every 2025 laptop unit. Upload photos of the unit powered	Each Individual Laptop Recipient	https://bit.ly/DCP-DELIVERIES_SUBMISSIONOFMOVS_LAPTOP



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on, showing the brand, model, and serial number.		
Smart TV Receipt Confirmation Validate the unit's deployment location. Upload photos of the TV powered on and functioning in the classroom/office.	School Head, Property Custodian, or ICT Coordinator	https://bit.ly/DCP-DELIVERIES_SUBMISSIONOFMOVS_SMARTTV
Connectivity Implementation Document internet activation, modem/router deployment, and upload a speedtest.net screenshot.	School Head or School ICT Coordinator	https://bit.ly/DCP-DELIVERIES_SUBMISSIONOFMOVS_CONNECT

4. Group Photo Specifications and Naming Conventions

- **Laptop Group Photos:** Schools must upload group photos showing laptop recipients holding or actively using their assigned units. These photos are public-facing by default for official DepEd reports and public information materials. School Heads must inform personnel of this before taking photos.
- **File Naming Convention:** All group photos must be strictly named using this format: <region>-<school-id>-<photo number> (Examples: R5-305123-1, R5-305123-2)

5. All required raw files and supporting image documents must be uploaded on or before **Wednesday, 17 June 2026**.

- Main Folder Link: <https://tinyurl.com/DCP-SUBMISSIONOFMOVSFILE>
- **Instructions:** Each school must locate their corresponding regional directory, create a main folder named after their Official School Name, and establish the following four subfolders:
 - i. Laptop Group Photos (Include the signed Annex B: School Head Certification here)



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- ii. Laptop Recipient Documentation
 - iii. Smart TV Documentation
 - iv. Connectivity Implementation Documentation
6. Important Security Restriction: The Google Drive folder must not be made public. Open links and unrestricted sharing settings are strictly prohibited. Access is strictly limited to authorized DepEd personnel.
7. All submissions must comply with Data Privacy laws and Memorandum OM-OUOPS-2024-05-03942:
- **Exclusion of Minors:** Photos and videos must focus exclusively on the equipment, deployment settings, or adult personnel. Learners, minors, bystanders, and visitors must not be included.
 - **Accidental Capture:** If a student or minor is accidentally photographed, the photo must be retaken, or the image must be cleanly cropped, blurred, or anonymized before upload.
 - **Redaction of Sensitive Technical Data:** Speed test screenshots or device photos must never expose passwords, private account names, full IP addresses, MAC addresses, network credentials, or technical QR codes. These details must be heavily blurred or blacked out prior to submission.
8. For any discrepancies found between physical inventory and the DCP Portal, schools must immediately coordinate with their respective Division ICT and Supply personnel for record reconciliation.
9. For strict and immediate compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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Annex B

School Head Certification for Group Photos

School Head Certification

I certify that all laptop recipients appearing in the uploaded group photos were informed that the photos will be used for official DCP validation, inventory, monitoring, audit, reporting, and accountability purposes.

I certify that the uploaded photos do not include students, minors, bystanders, visitors, or other persons not required for validation. If such persons were included, they were blurred, cropped out, or otherwise made not reasonably identifiable.

I understand that uploading group photos for validation does not automatically authorize the public posting or sharing of raw or unredacted photos showing identifiable personnel.

For public use of group photos, the school or office intending to publish the photo shall ensure that the identifiable personnel gave separate optional consent, or that the photo has been properly cropped, blurred, redacted, or anonymized.

Name of School Head: _____

School: _____

School ID: _____

Region: _____

Schools Division Office: _____

Date: _____

Signature: _____