



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

July 20, 2026

DIVISION MEMORANDUM

No. **237**, s. 2026

Inventory of Unserviceable ICT Equipment for Disposal and Submission of Program of Works (POW) for Repairable DCP Units

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

1. To ensure the proper management, accountability, and optimization of Information and Communications Technology (ICT) resources across all schools. It outlines the dual process of disposing of completely non-functional equipment and rehabilitating repairable DepEd Computerization Program (DCP) units.
2. All schools are directed to conduct a comprehensive inventory of all ICT equipment that is currently non-functional and deemed ready for disposal.
 - School ICT Coordinators and Property Custodians must thoroughly assess each asset to guarantee that the equipment is **completely unserviceable** and beyond economic repair.
 - Schools must actively coordinate with the **Division Supply Officer** to secure the correct guidelines, standard disposal processes, and required clearing documents (e.g., Inventory and Inspection Report for Unserviceable Property or IIRUP).
 - The finalized inventory report of unserviceable equipment must be submitted simultaneously to both the **Division ICT Office** and the **Division Supply Office** for reconciliation and scheduling of inspection.
3. For older DCP packages that are currently non-operational but still viable for restoration, schools are required to submit a Program of Works (POW) for repair and rehabilitation.
 - **Feasibility and Worthiness:** Repairs must only be proposed if the unit is fundamentally worthy of rehabilitation and the cost does not exceed the asset's economic value.
 - **Market Availability:** Proposed replacement parts must be readily available in the local market and **not phased out** or obsolete.
 - **Allowable Components:** The POW for DCP rehabilitation must strictly limit requests to the following spare parts and peripherals:



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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- i. Hard Disk Drives (HDD / SSD)
 - ii. Random Access Memory (RAM)
 - iii. Power Supply Units (PSU)
 - iv. Monitors
 - v. Video Card
4. Immediate dissemination of and strict compliance with this Memorandum is directed.
 - **Inventory Report of Unserviceable ICT Equipment:** School heads shall submit the completed inventory report to the Division Offices as soon as the verification and coordination processes are completed.
 - **Program of Works (POW) for Repairable DCP Units:** The POW must be submitted to the Division Office strictly on or before **July 24, 2026**.
5. For questions or technical clarifications, please contact the Division ICT Unit or the Division Supply Office.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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