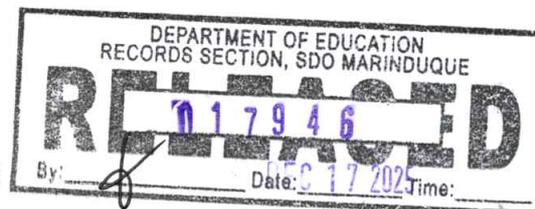




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



**Office of the Schools Division Superintendent**

**MEMORANDUM**

OSDS-ICT-2025-002

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

**FROM:** **LYNN G. MENDOZA, EdD**  
OIC – Schools Division Superintendent

**SUBJECT: CONDUCT OF INVENTORY OF ICT EQUIPMENT, PERSONNEL  
AND INTERNET CONNECTIVITY IN SCHOOLS**

**DATE :** December 17, 2025

1. The Schools Division of Marinduque, through the Information and Communication Technology Unit, will conduct the following inventory activities starting December 15, 2025 until March 16, 2026 in schools in terms of Information and Communication Technology (ICT) Equipment, Personnel and Internet Connectivity.

2. The activities aim to gather accurate inventory data as the basis for DepEd Computerization Program (DCP) planning and prioritization as stated in Joint Memorandum dated October 1, 2025 re: Guidelines on the Engagement of Contract of Service for Information and Communications Technology needs.

3. ICT Inventory template is available for download from the division website, <https://depedmarinduque.com/index.php/forms/>

4. Submission of accomplished template will be on or before January 30, 2026 by uploading in the Division website's Document Tracking System, <https://depedmarinduque.com/index.php/document-tracking-system-dts/> or send through email at [ito.marinduque@deped.gov.ph](mailto:ito.marinduque@deped.gov.ph). Use the following subject: ICT Inventory and attention to: Engr. David Zoleta Jr.

5. For queries, please contact the ICT Unit through Engr. David M. Zoleta Jr. at 09171673935

6. Full cooperation is highly expected for the success and completion of deliverables on time.

7. For strict compliance.



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**Email:** [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
**Website:** <https://depedmarinduque.com>