



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-ICT-2025-003

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: **ORIENTATION ON THE USE OF ICT EQUIPMENT INVENTORY TEMPLATE**

DATE : December 19, 2025

1. In relation to Memorandum No. OSDS-ICT-2025-002 dated December 17, 2025 re: Conduct of Inventory of ICT Equipment, Personnel and Internet connectivity in schools, the Schools Division of Marinduque, through the Information and Communications Technology Unit, will conduct an **online** and **in-person orientation** on the use of ICT Equipment Inventory Template on December 22, 2025 at 1:00pm - 3:00pm at the SDO Conference Hall, Malusak, Boac, Marinduque.
2. The activity aims to familiarize the participants on how to accomplish the ICT Equipment Template properly and accurately.
3. Participants to this orientation are the School Heads, School Property Custodians, and school ICT Coordinators.
4. Property Custodians may join the orientation through Microsoft Team platform and meeting link is accessible through the Division Website at <https://depedmarinduque.com/index.php/links/>.
5. Wide dissemination is desired.