



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
704105	5:04 PM
NO: _____	TIME: _____
BY: _____	DATE: 03 Feb 2026
RELEASED	

February 03, 2026

DIVISION MEMORANDUM

No. 064, s. 2026

CONDUCT OF SCHOOL ICT MONITORING AND INVENTORY ACTIVITIES

To: **Assistant Schools Division Superintendent**
All School Heads
All District ICT Coordinators
All School ICT Coordinators
All Others Concerned
This Division

1. In line with the Department of Education's digital transformation agenda, this Memorandum is issued to inform all public schools in the Schools Division of Zamboanga Sibugay of the conduct of ICT inventory, data validation, and evaluation. This activity aims to accomplish the following objectives:
 - a. Completion and validation of the updated Information and Communications Technology (ICT) equipment inventory across all public schools;
 - b. Consolidation of a personnel masterlist containing employee names, official email addresses, and employee IDs;
 - c. Consolidation of internet service subscriptions per school, including billing account numbers, service provider names, and updated download/upload speeds;
 - d. Monitoring of the DepEd Computerization Program (DCP); and
 - e. Establishment of an ad hoc monitoring system for datasets using existing productivity and low-code tools.
2. All schools are hereby directed to fully accomplish the **ICT Inventory Component Template** for this activity. The template shall be downloaded from and the accomplished file submitted through <https://bit.ly/ZSICTInv>. Strict compliance is required. Submission of the accomplished template shall be on or before **February 27, 2026**.
3. Prior to the actual conduct of the **School ICT Monitoring and Inventory Activities**, an **orientation** will be conducted **via virtual meeting** on **February 11, 2026**, at **9:00 AM** to discuss the guidelines, procedures, and expectations for its implementation. The meeting link will be shared **at a later date**.



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

- a. Each district is required to join the orientation with a team of **three (3) participants**:
- 1 District ICT Coordinator
 - 1 School ICT Representative (Elementary)
 - 1 School ICT Representative (Secondary)
- b. If the District ICT Coordinator is unavailable, a substitute must be appointed.
4. Attached herewith are the **facilitators / Program Management Team** for the orientation. The **identified facilitators** are directed to report to the **ICT Section** during the **orientation**.
5. For clarifications and technical assistance, you may coordinate with the ICT Section of this Division.
6. Immediate and strict compliance is desired.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Enc. As Stated
Reference: None
To be included in the perpetual index under the ff. subjects:

CONDUCT OF SCHOOL ICT MONITORING AND INVENTORY ACTIVITIES

ZS-DM-OSDS-ICT-2026-02-03
JDC-20260203



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Enclosure 1: List of Facilitators & PMT

No.	FULL NAME	DESIGNATION	STATION	Role
1	WYNER ELBA	MT 1	BULUAN ES	FACILITATOR
2	MIGUEL NAPOLION CALIZAR	T III	IPIL HEIGHTS ES	FACILITATOR
3	SAHARA JEAN ALMONIA	T III	PANGI ES	FACILITATOR
4	JUNIE NILLAS	T III	IPIL NHS	FACILITATOR
5	METHUSHIELA ARAGON	T III	TAWAY NHS	FACILITATOR
6	MARK KEVIN SANIG	TA II	ICT SECTION	FACILITATOR
7	FERDINAND GEPITULAN	TA II	ICT SECTION	FACILITATOR
8	JEKYLL CADUNGOG	ITO I	ICT SECTION	FACILITATOR
9	RYAN SUGANOB	AO II	ICT SECTION	PMT
10	KRISTINE NICOLAS	ADAS III	ICT SECTION	PMT