



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Caraga Administrative Region  
**DIVISION OF SURIGAO DEL SUR**  
Balilahan, Mabua, Tandag City



Division Memo. No. MT  
Series of 2019

To : **DISTRICT PROPERTY CUSTODIANS  
ELEMENTARY / SECONDARY SCHOOL PROPERTY CUSTODIAN  
ICT COORDINATORS**

From :  **MARILOU B. DEDUMO, PhD., CESO V**  
Schools Division Superintendent

Subject: **INVENTORY REPORT FOR ICT EQUIPMENT AND ALL EXISTING SCHOOL FURNITURE**

Date : March 28, 2019

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All Schools are required by the Office of the Undersecretary for Administration (OUA) and by the Office of the Information and Communications Technology Service (ICTS) all concerned are hereby directed to submit the following inventory reports on:

- ICT Equipment in schools including DCP Packages
- Existing School Furniture ( ex. Teachers Table and Chair, Desk and Armchairs)

Please access this link <http://deped.in/inventoryofict> . **Deadline of submission will be on April 10, 2019.** If you need to edit your entries online please feel free to contact Mr. Marvin G. Minguillan, Division ITO @ 09480518741

Your usual cooperation on this urgent matter will be highly appreciated.