



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 02-064, s. 2026

To: All Schools Heads
All School ICT Coordinators
All School Administrative Officers II
This Division

**SUBMISSION OF ICT QUIPMENT INVENTORY DATA IN THE DEPARTMENT OF
EDUCATION COMPUTERIZATION PROGRAM (DCP) PORTAL**

1. In line with the implementation of the Department of Education Computerization Program (DCP) and to ensure the availability of accurate and up-to-date records of Information and Communications Technology (ICT) equipment, all schools are hereby to accomplish and submit their ICT equipment inventory data through the DCP Portal accessible via the Learner Information System (LIS) at **lis.deped.gov.ph**, effective immediately.
2. The following Schedule of Activities are provided below.

Date	Time	Activity	Participants	Venue
Feb. 24, 2026	9:00 AM – 12:00 NN	Virtual Orientation on the DPC Portal and Required Official Templates	School Heads Administrative Officer II	Microsoft TEAMS
Feb. 25, 2026		Start of filling out the required official templates	School Heads Administrative Officer II	DCP Portal
March 05, 2026		Deadline of the uploading and submission of required official templates for Elementary Schools	School Heads Administrative Officer II	DCP Portal
March 08, 2026		Deadline of the uploading and submission of required official templates for Secondary Schools and Integrated Schools	School Heads Administrative Officer II	DCP Portal



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3. Attachment on this memorandum is the *2025 Guide for School Heads and System Administrators* on how to access the DepEd Computerization Program (DCP) Portal.
4. All concerned schools are enjoined to strictly observe the prescribed timelines to facilitate data consolidation and validation at the Division level.
5. For inquiries, technical assistance, and other concerns related to the use of the DCP Portal, you may contact the following assigned Contract of Service (COS) personnel:
 - a. June Orkhein G. Nohara -0946-241-8349
 - b. Foillah Q. Jabines -0910-678-3655
6. Immediate dissemination and strict compliance with this memorandum are hereby enjoined.


MANUEL O. CABERTE

Schools Division Superintendent


Reference/s: As stated

To be indicated in the Perpetual Index under the following subjects:
DCP PORTAL EQUIPMENT INVENTORY

osds/ict/jeaj
02/19/2026



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Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL

**2025 | GUIDE FOR SCHOOLHEADS & SYSTEM
ADMINISTRATORS**

DepEd Computerization Portal (DCP) Portal Guide for School Heads and System Administrators

I. Purpose

This guide aims to provide School Heads and System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

II. Scope

This guide applies to all School Heads and Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.



NOTE:

This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.

How to navigate within this User Guide

For an easy reading experience, this User Guide uses the following format and icons to highlight important actions:

FORMAT/ICON	MEANING
Bold Text	Emphasizes important words or phrases.
Bold + Blue Text	Clickable links (e.g., websites, emails, or LMS locations).
Bold + Red Text	Indicates an action to be performed using a keyboard or mouse.
Parts in Red Boxes	Highlights specific areas of a screenshot for attention.

	Reference numbers or letters used to label parts within an object.
Cursor Icon ()	Shows where to click to access a link or perform an action.

I. INTRODUCTION

The **DepEd Computerization Program (DCP) Portal** serves as the central hub for monitoring and managing IT equipment and digital resources across all public schools. To maintain an organized and up-to-date national database, it is essential that the data provided by each school is both accurate and standardized.

This guide is designed to streamline the reporting process for **School Heads** and **Assigned System Administrators**. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

II. WHAT YOU NEED BEFORE YOU START

Before starting with the application, please ensure the following requirements are met to make navigating the DCP Portal easier:

A. Minimum Device Specification Requirements

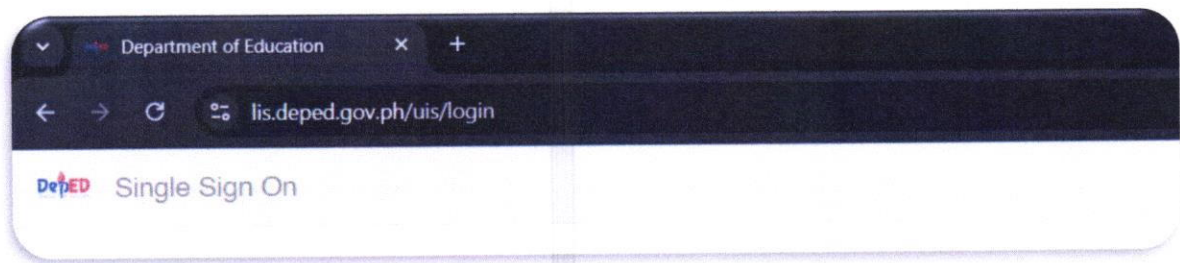
- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

B. Additional Requirements

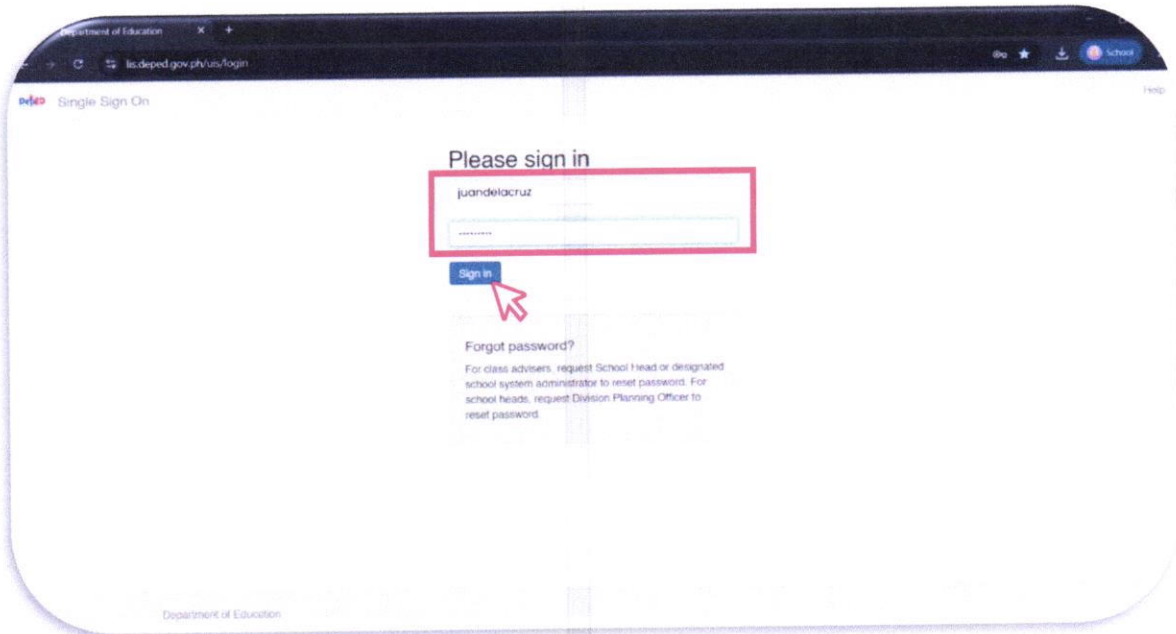
- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your **own** official DepEd email account (active and currently being used)

III. SCHOOL HEAD SIGN-IN AND ASSIGNMENT OF DCP ADMINISTRATORS

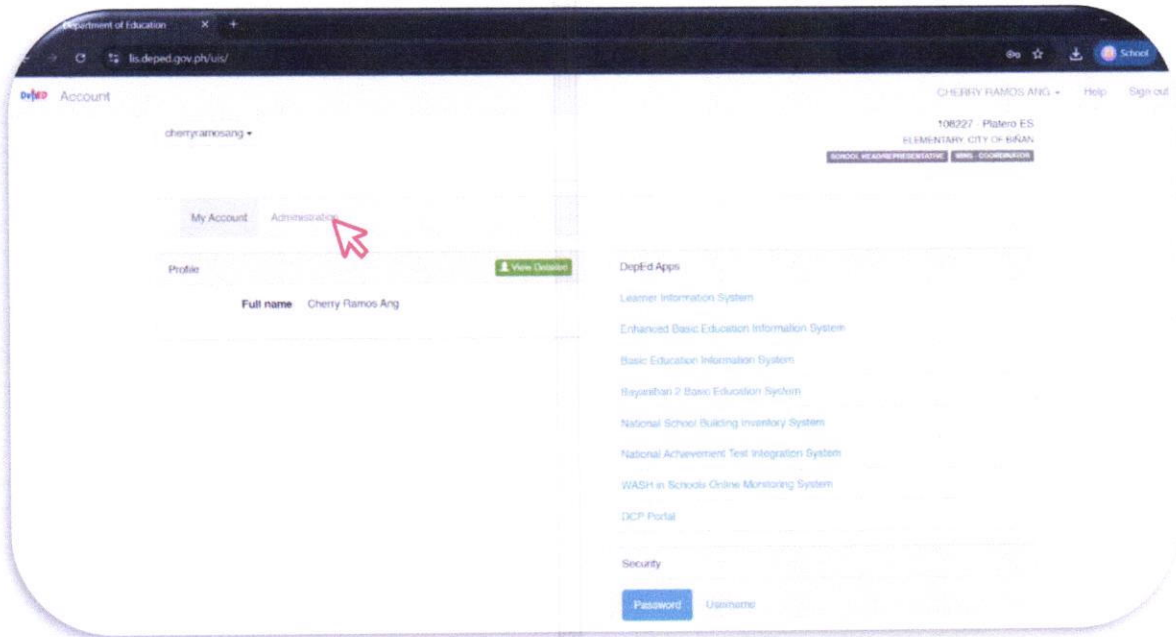
1. Open your preferred web browser (e.g., Chrome, Edge, Safari).
2. On the address bar, **type:** <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



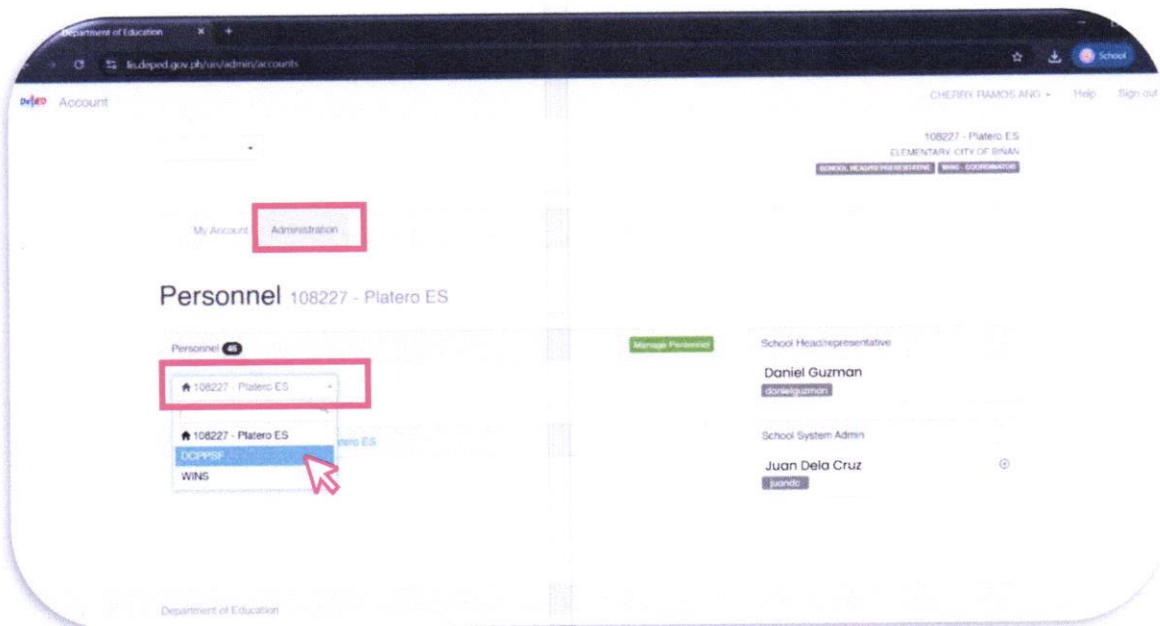
3. Upon reaching the **Log-in** page, you are required to **sign in** using your own **LIS account**.



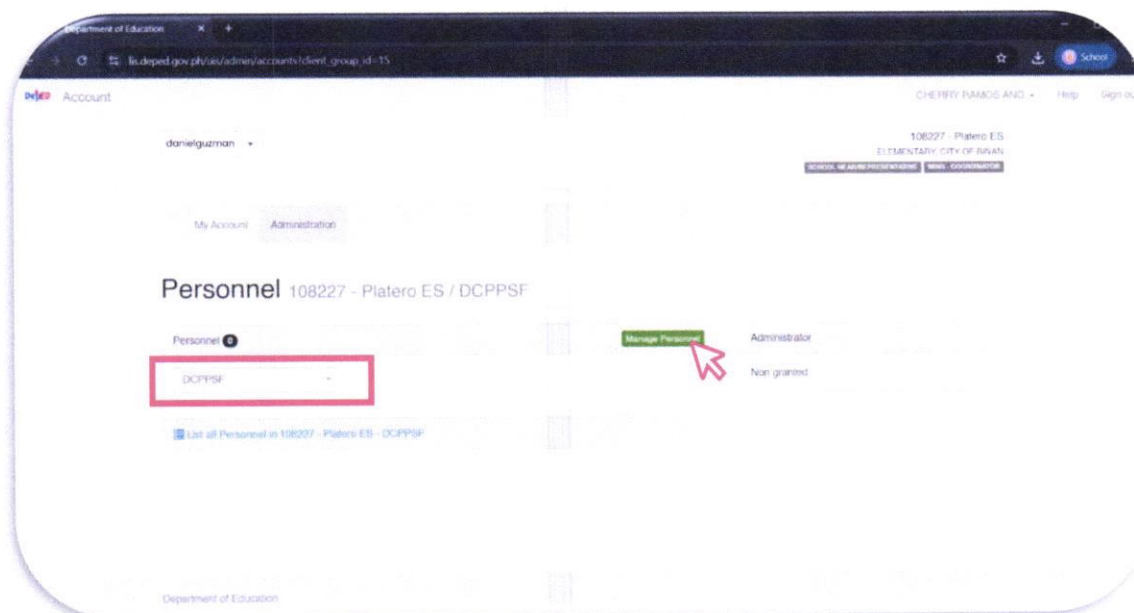
4. After **signing-in** as **School Head**, **navigate** the “**Administration**” tab besides the **My Account** then **click**.



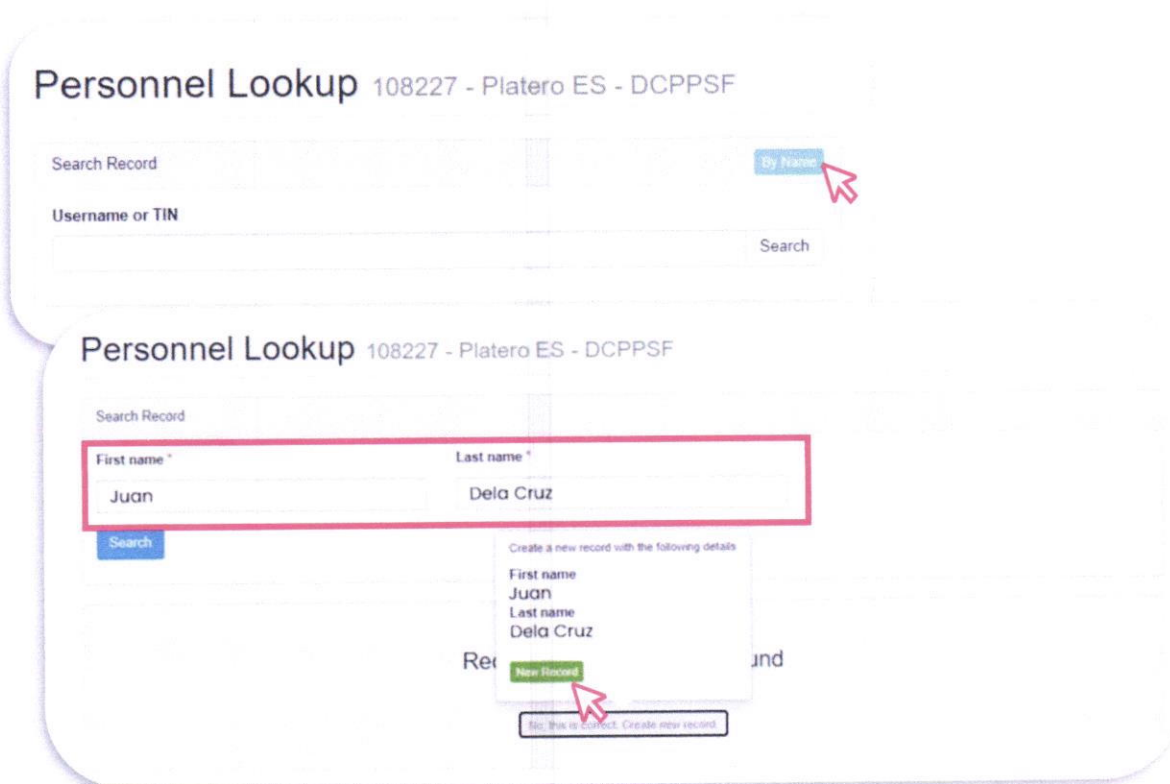
5. When at the **Administration** tab, **hover** your mouse cursor onto the **dropdown bar** then **click**. Find among the choices the “**DCPPSF**” item then **click**.



6. You will then be redirected to the **DCPPSF** tab, **click** on **"Manage Personnel"**.



7. For creation of **new accounts**, **click** on **"By Name"**. **Type** in the **First and Last name** then **click** on **"New Record"**.



NOTE: For **Existing Accounts**, proceed on step **no. 11**.

8. **Type** in the required details, **click** on the “**create**” button once all information is **verified correct**.

The screenshot shows a 'New Personnel' form with the following fields and values:

- First name *: Juan
- Middle name *: Reyes
- Last name *: Dela Cruz
- Ext name: (empty)
- Gender *: Male
- Birthdate *: 01/28/1990
- TIN *: 567812345
- Gsisbp no: (empty)
- Plantilla item no: (empty)

A red arrow points to the 'Create' button at the bottom left of the form.

9. **Type** in your desired username, then **click** on “**Create Account**”.

The screenshot shows a confirmation screen titled 'Personnel record created.' It is divided into two main sections:

- Personnel Info:**
 - Full name: Juan Dela Cruz
 - Gender: Male
 - Birthdate: 01/28/1990
 - View extended profile (link)
- Create Account:**
 - Account is required to enable access control. Provide username to create an account for this personnel.
 - Username *: juan.delacruz@deped.gov.ph
 - Create Account button (with a red arrow pointing to it)

10. A **success message** will be displayed above. Then **hover** onto the “**Add Role**” dropdown bar then click. Once **dropdown** choice is **displayed**, **click** on “**DCPPSF – Administrator**” choice.

Juan Dela Cruz

Personnel account created.

Personnel Info

Full name: Juan Dela Cruz
Gender: Male
Birthdate: 01/28/1990

[View extended profile](#)

Access List

108227 - Platero ES DCPPSF
ELEMENTARY CITY OF BINAN

[Add Role](#)

DCPPSF - Administrator

11. For **existing accounts**, **type** in **username/TIN** then **click search**.

Department of Education - Google Chrome

lis.deped.gov.ph/uis/personnel/account/dialog?username=nelmagno&client_group_id=15

Personnel Lookup 108227 - Platero ES - DCPPSF

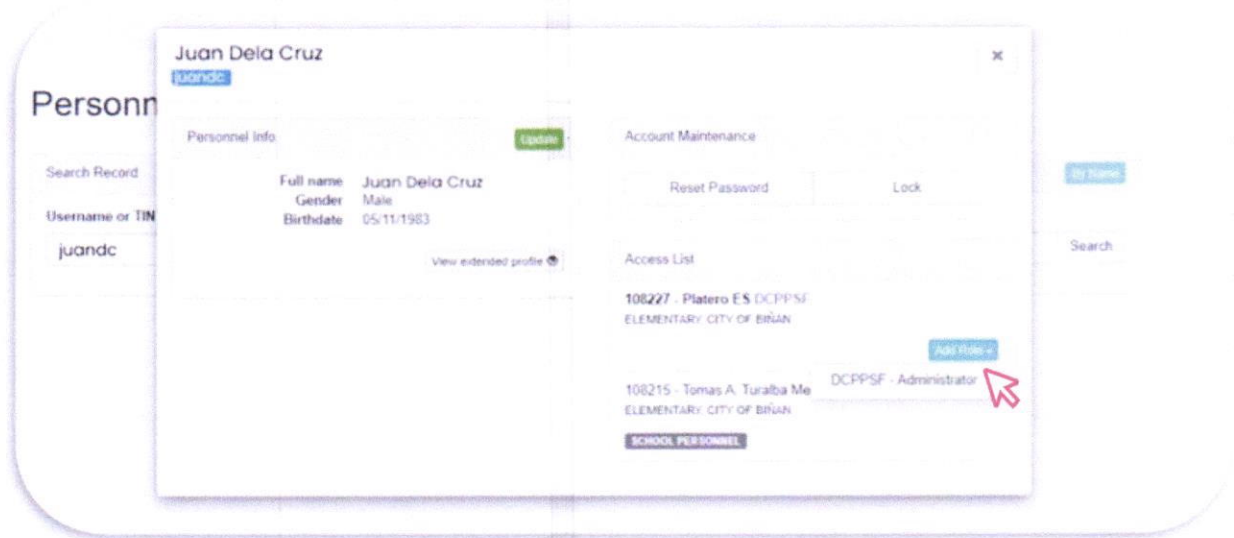
Search Record

Username or TIN

juandc

Search

12. After **clicking** on “**Search**”, kindly **check** the information of your desired DPC Administrator. Click on “Add Role” dropdown bar and chose “DCPPSF - Administrator”.



13. A **success** message will pop-up once **assignment** is successful.

