



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 <b>Elementary Schools</b>	School Heads Administrative Officer II	DCP Portal
March 08, 2026		Deadline of the uploading and submission of required official templates for <b>Secondary Schools and Integrated Schools</b>	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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 DepEd Siargao



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
<b>Bold Text</b>	Emphasizes important words or phrases.
<b>Bold + Blue Text</b>	Clickable links (e.g., websites, emails, or LMS locations).
<b>Bold + Red Text</b>	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

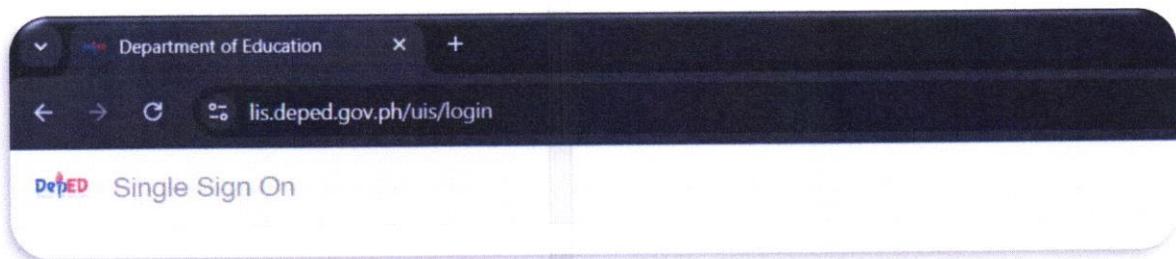
- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: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

### B. Additional Requirements

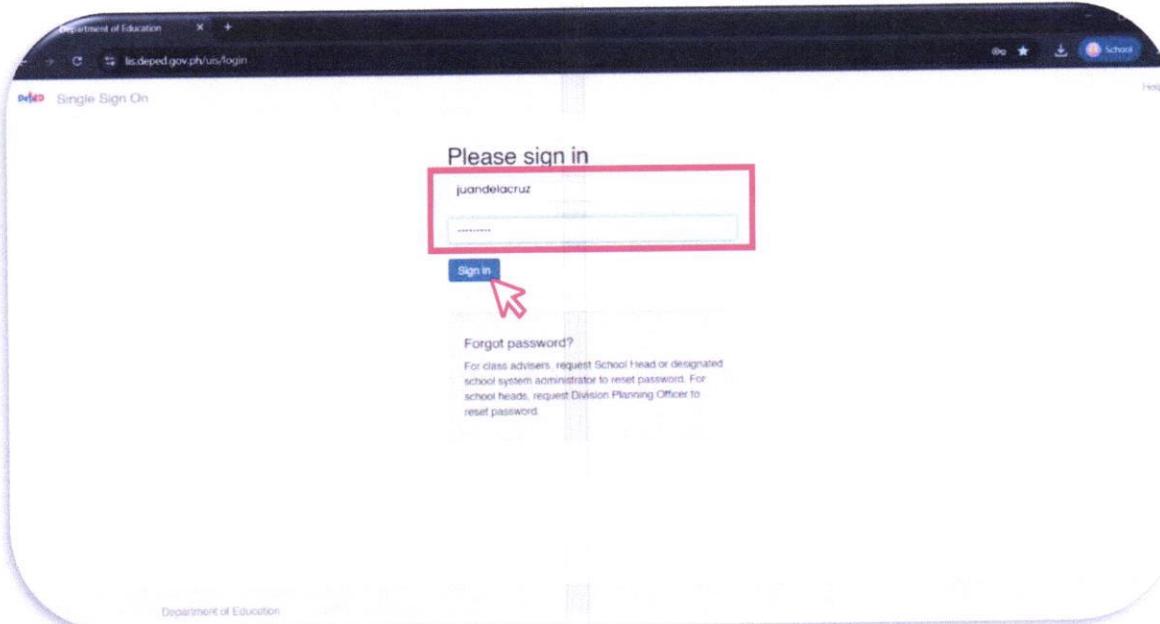
- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your **own** official DepEd email account (active and currently being used)

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

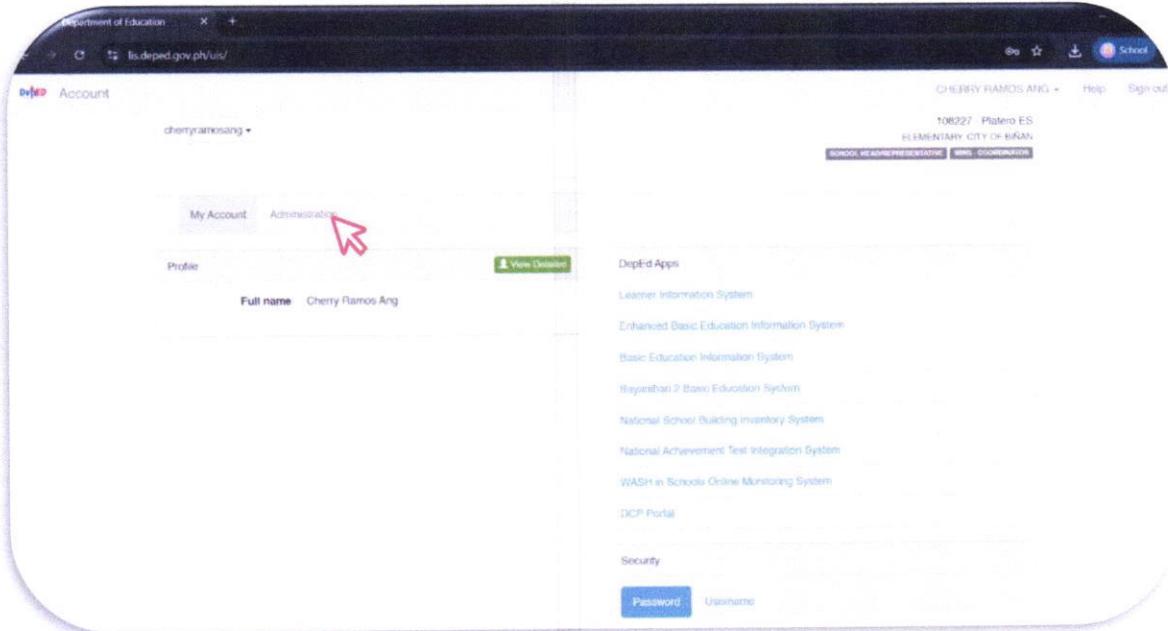
1. Open your preferred web browser (e.g., Chrome, Edge, Safari).
2. On the address bar, **type: <https://lis.deped.gov.ph/uis/login>** and press the **Enter** key on your computer keyboard.



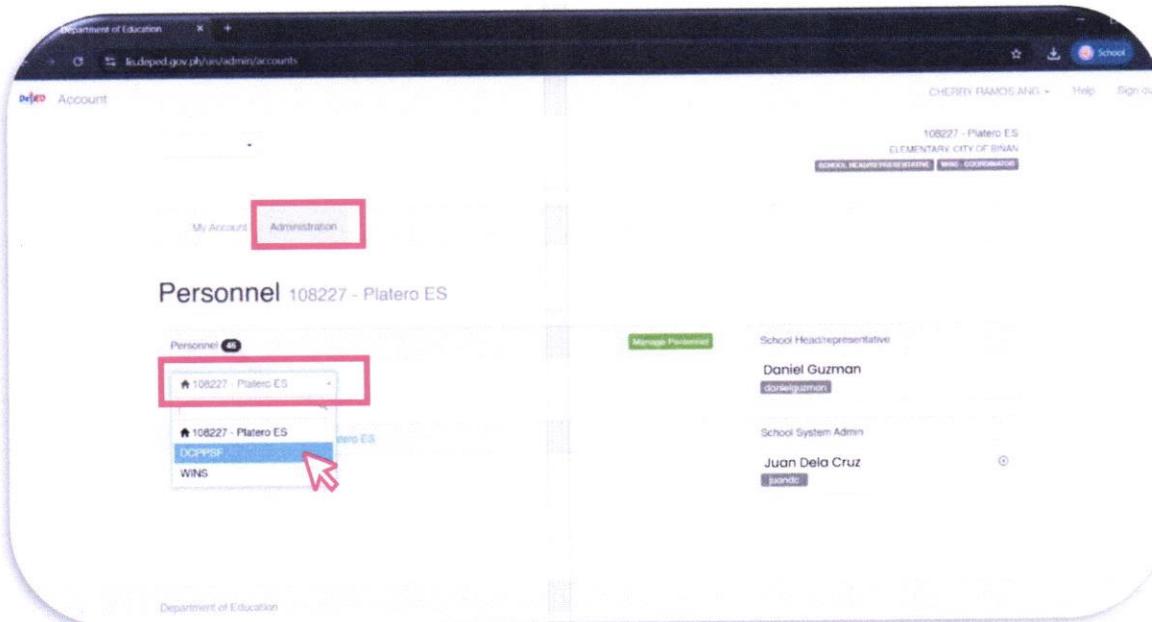
3. Upon reaching the **Log-in** page, you are required to **sign in** using your own **LIS account**.



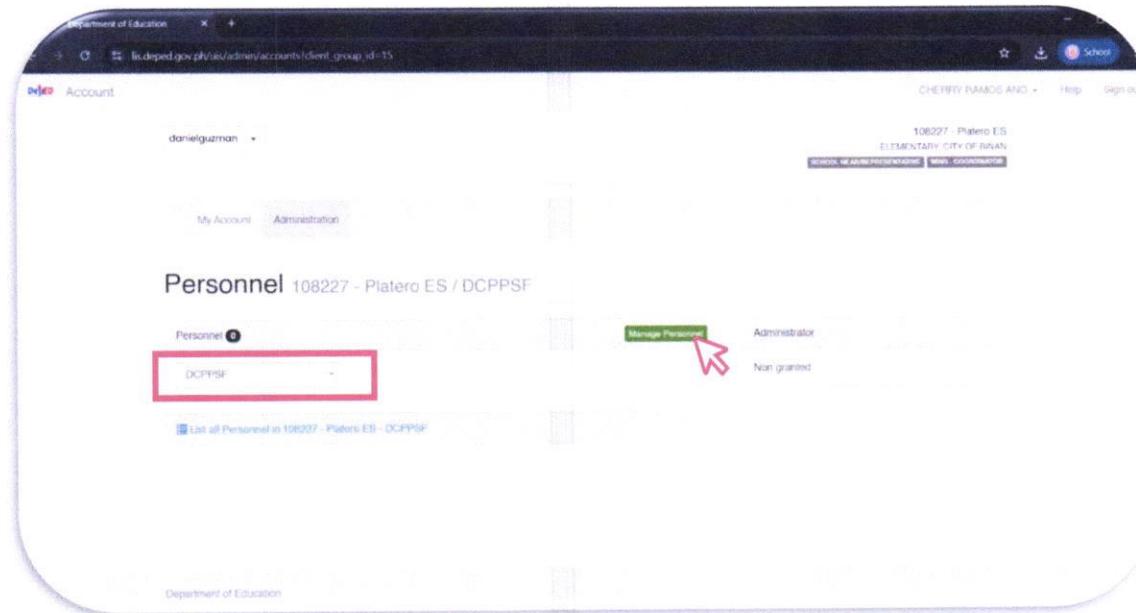
4. After **signing-in as School Head**, **navigate** the “Administration” tab besides the **My Account** then **click**.



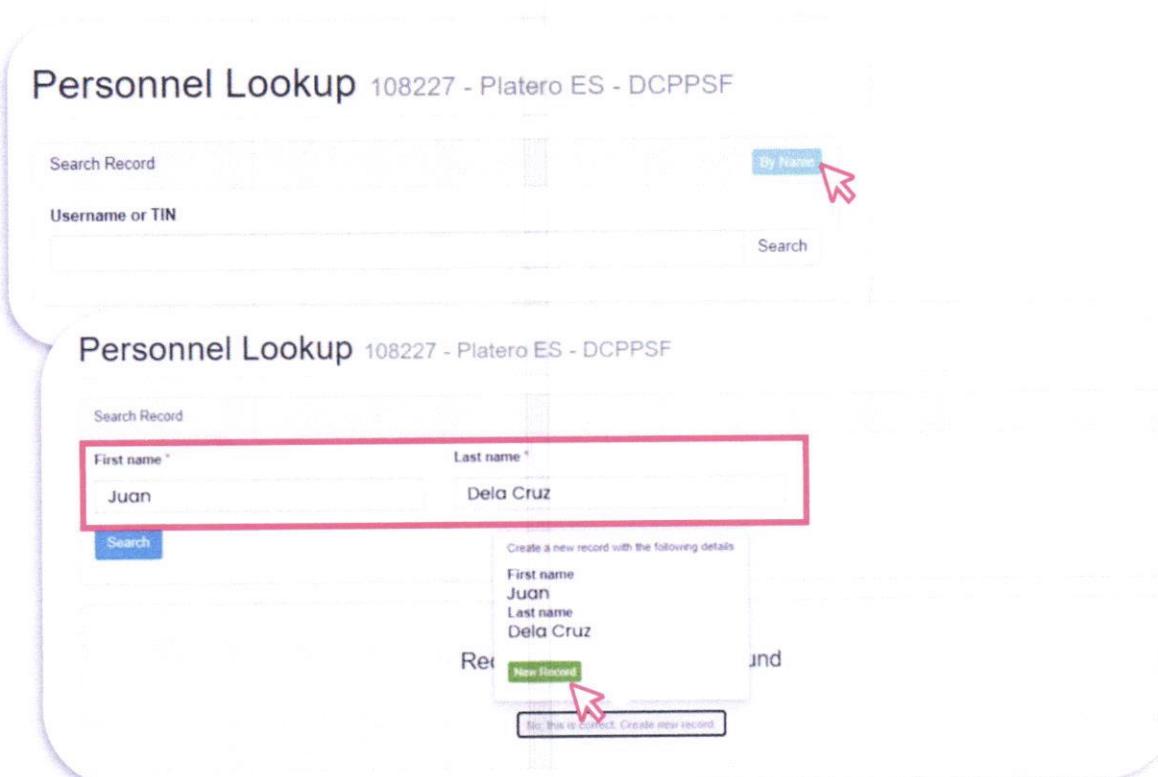
5. When at the **Administration tab**, **hover** your mouse cursor onto the **dropdown bar** then **click**. Find among the choices the “DCPPSF” item then **click**.



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”.



The screenshot shows a 'Personnel Lookup' page for '108227 - Platero ES - DCPPSF'. At the top, there's a 'Search Record' input field and a 'By Name' button with a red arrow pointing to it. Below that, there's a 'Username or TIN' input field and a 'Search' button. The main area shows a table of personnel. A red box highlights the 'First name' and 'Last name' fields in a form. The 'First name' field contains 'Juan' and the 'Last name' field contains 'Dela Cruz'. Below the form, a modal dialog box is open, showing the entered details: 'First name: Juan' and 'Last name: Dela Cruz'. The dialog has a 'Create new record' button with a red arrow pointing to it. A message at the bottom of the dialog says 'No, this is correct. Create 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**.

New Personnel

First name *	Juan
Middle name *	Reyes
Last name *	Dela Cruz
Ext name	
Gender *	Male
Birthdate *	01/28/1990
TIN *	567812345
Gsisbp no	
Plantilla item no	
<b>Create</b> 	

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

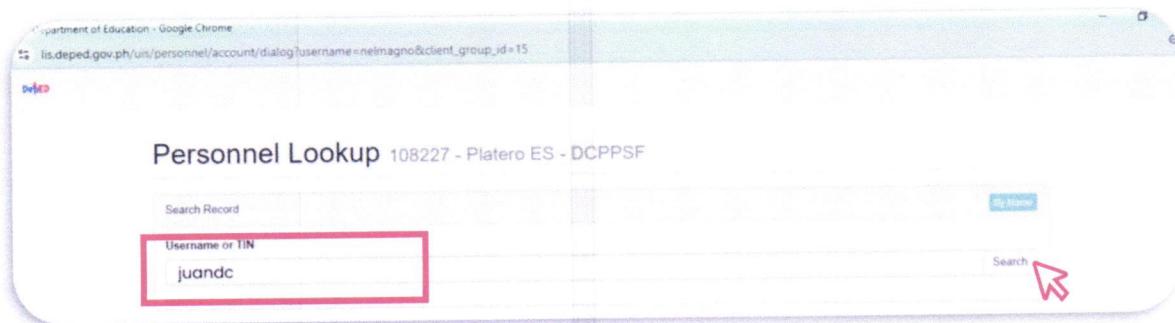
Personnel record created.

Personnel Info	Create Account
Full name: Juan Dela Cruz Gender: Male Birthdate: 01/28/1990	Account is required to enable access control. Provide username to create an account for this personnel.
<a href="#">View extended profile</a>	Username * <input type="text" value="juan.delacruz@deped.gov.ph"/> <b>Create Account</b> 

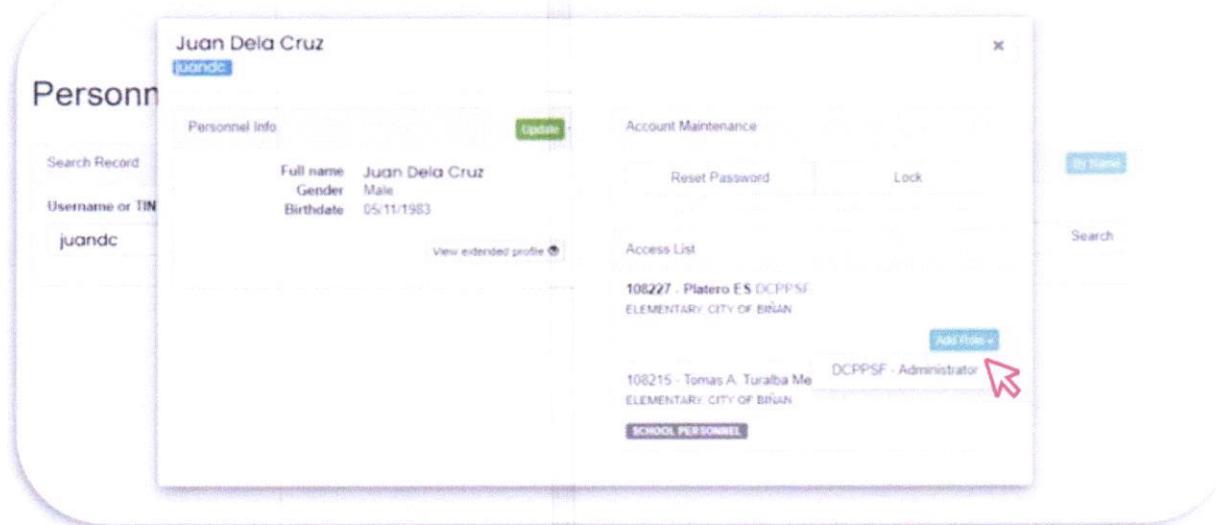
10. A **success message** will be displayed above. Then **hover** onto the “Add Role” dropdown bar then click. Once **dropdown** choice is **displayed**, **click** on “DCPPSF – Administrator” choice.



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

