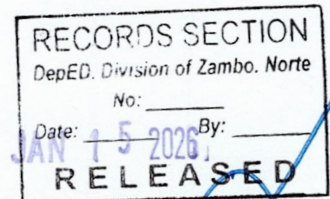




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 14, 2026

**Division Memorandum**

No. 31 s. 2026

**CONDUCT OF SCHOOL ICT MONITORING  
AND INVENTORY ACTIVITIES**

TO: Public Schools District Supervisors  
School Heads (Elementary/Secondary)  
All Concerned Personnel  
This Division

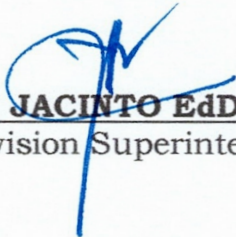
1. In line with the Department of Education's digital transformation agenda, this Memorandum is issued to inform all public schools in the Zamboanga del Norte Schools Division of the conduct of **ICT inventory**, **data validation**, and **evaluation**. This activity shall be undertaken to accomplish 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 name, updated download/upload speed;
  - d. Monitoring of the DepEd Computerization Program (DCP);
  - 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/znictinv>**. Strict compliance is required, and submission of the accomplished template shall be on or before **January 28, 2026**.



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3. A team from the ICT Unit of Schools Division of Zamboanga Del Norte will visit to validate all accomplished template.
4. For information, guidance, and appropriate action.

  
**MAJARANI M. JACINTO EdD, CESO V**  
Schools Division Superintendent