



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**


**Division Memorandum**  
No. 90, s. 2021

TO : All Teaching and Non-Teaching Personnel

DATE : March 26, 2021

SUBJECT : **DCP Monitoring and Inventory**

1. This is to inform all schools that the ICT Unit of the Schools Division Office will be conducting DCP Monitoring and Inventory starting April 5, 2021.
  2. The purpose of the monitoring and inventory are the following:
    - a. Check status of DCPs
    - b. Reporting of serviceable DCPs (those still under warranty)
    - c. Collect missing/ unsubmitted DCP documents (DR, IAR, Training Checklist, PTR)
    - d. Acquire serial numbers of all components of the DCP
    - e. Others
  3. To facilitate the acquisition of serial numbers, the School Property Custodian and ICT Coordinator are advised to list all serials of their DCPs prior to the visit of the Division IT Officer.
  4. For inquiries, please contact the Division IT Officer
- For information and compliance.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent

