



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

23 January 2026

**DIVISION MEMORANDUM**  
No. 039, s. 2026

**LAPTOP INVENTORY SUBMISSION**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In view of the DepEd Computerization Program (DCP) aims to enhance the delivery of quality education through information and communication technology, this Office mandates the submission of a comprehensive inventory of Laptops across all schools in the Division of Batangas.
2. The primary objectives of this inventory are:
  - 2.1 To establish a data-driven basis for identifying priority schools for the next cycle of laptop distribution.
  - 2.2 To accurately assess the current condition of laptops.
3. All School Heads, with the assistance of their respective School ICT Coordinators and Property Custodian, are directed to accomplish the Laptop Inventory and required to download the Official Excel Template and upload the accomplished report through the designated Google Form link:

<https://tinyurl.com/laptop-inventory2026>

4. Deadline for the online submission of the inventory report is on January 30, 2026.
5. Immediate and widest dissemination of this Memorandum is desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

EAC/ DM- LAPTOP INVENTORY SUBMISSION/  
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