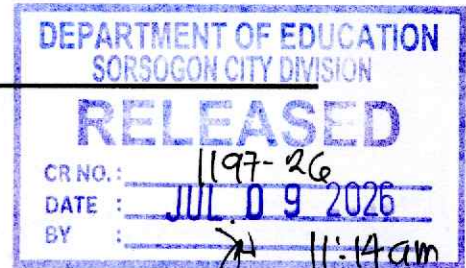




Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OF SORSOGON CITY



**MEMORANDUM**

TO: Public Schools District Supervisors  
Division Supply Officer  
Elementary and Secondary School Heads Concerned  
School Property Custodian  
School ICT Coordinator

FROM: WILLIAM E. GANDO, CESO VI  
Schools Division Superintendent

SUBJECT: **FY 2026 DCP REPAIR AND MAINTENANCE**

DATE: JUL 09 2026

1. The Technology Infrastructure Division (ICTS-TID) of DepEd ICT Services downloaded an allocation for the parts replacement of defective DCP equipment.
2. This office therefore instructs all DCP recipient schools with functional but needs repair DCP equipment to submit a request on or before July 31, 2026.
3. The request template is attached as an enclosure. This office emphasizes that only parts (eg. RAM , hard disk) and peripherals (eg. mouse, keyboard) for replacement shall be included in the request.
4. Since the allotment is not enough to serve all schools, the grant for parts replacement shall be on a first come, first served basis. In addition, the quantity, price and availability of parts shall also be considered.
5. The request for parts is based on the classifications/recommendations provided by the schools.
6. The Division ITO shall validate all requests.
7. On the other hand, promptly report defective DCP equipment that are still under warranty to the supplier
8. For information, guidance, compliance and wide dissemination



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SCHOOL HEADING

DCP REPAIR & MAINTENANCE REQUEST

REGION	V	DATE		
DIVISION				
SCHOOL ID				
SCHOOL NAME				
UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL →				0
PREPARED BY		REQUESTED BY		
ICT COORDINATOR		SCHOOL HEAD		