




Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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Division Memorandum No. 338, s. 2013

To : District Heads  
Public Elementary and Secondary School Heads

for:   
From : **ISAGANI S. DELA CRUZ, CESO VI**  
Schools Division Superintendent

Subject : **ICT Equipment Inventory**

Date : November 8, 2013

1. Pursuant to unnumbered memorandum from Undersecretary **Francisco M. Varela** addressed to all **Regional Directors** and **Schools Division Superintendents** dated **August 15, 2013** entitled: **Strengthening the Financial Management System in the Department of Education (Phase II)**, this office is requiring all schools (Elementary and Secondary) to perform an **ICT Equipment Inventory** in their respective school.
2. Attached hereto is the **ICT Inventory Form** in MS Excel Format containing the **Instruction, Template, Reference** and **List Sheets** for your reference and guidance.
3. Download the ICT Equipment Inventory Form and perform the required inventory.
4. Save the accomplished ICT Inventory Form with the filename format as follows: **nameofschool\_ict\_inventory**.
- ~~5. E-mail the file to **clever\_rey@yahoo.com** on or before **November 15, 2013**.~~
6. Widest dissemination and immediate action of this Memorandum is earnestly desired.

