



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**OSDS-2026- 018**

To : School Heads  
School ICT Coordinators  
School Administrative Officers

Subject : CONDUCT OF DATA GATHERING ON SCHOOL INVENTORIES AND PERSONNEL DATA.

Date : January 19, 2026

In line with the Department of Education Joint Memorandum dated October 1, 2026, on the Guidelines on the Engagement of Contract of Service for Information and Technology Needs, Contract of Service (COS) personnel shall conduct data gathering in your respective schools.

The activity will cover the following:

- Updated and validated ICT equipment inventory
- Verified personnel master list including employee names, employee IDs, official DepEd email addresses, contact numbers and other data required by the Central Office as part of the DepEd Computerization Program (DCP) initiatives

The following COS personnel are assigned to undertake this task:

- Aldvin Jan R. Alcacid
- Japeth M. Escalona

They will coordinate with your School ICT Coordinators, Administrative Officers, and other designated personnel/teachers to ensure the completeness and accuracy of the required data.

For Information, Guidance and Compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**

DATE: 19 JAN 2026 TIME: 4:47 PM

BY: 



**MELANIE P. ESTACIO, PHD, CESO VI**  
Schools Division Superintendent 