



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

January 16, 2026

DIVISION MEMORANDUM
NO. 039, S. 2026

ORIENTATION ON THE PROGRAM SUPPORT FUND (PSF) TEMPLATE INVENTORY FOR ICT EQUIPMENT

To: Asst. Schools Division Superintendent
Chief Education Supervisor, CID & SGOD
Public Schools District Supervisors
Public Schools Head, Elementary & Secondary
Division Administrative Officer V
School Administrative Officer
School Property Custodian
All Others Concerned

1. The field is hereby informed of the conduct of Orientation on the Program Support Fund (PSF) Template Inventory for ICT Equipment for School Administrative Officers and School Property Custodian on January 21, 2026, to be held in two (2) batches, as scheduled below.

First Batch	District 1-A, B, C, D & District 2-A	January 21, 2026, 9:00 AM Division Conference Room
Second Batch	District 2-B, District 3-A, B, C, & D	January 21, 2026, 2:00 PM

2. Participants are required to bring their laptops and download the School ICT Inventory Template prior to the orientation through the following link <https://bit.ly/ICT-SIT>

3. Immediate dissemination and compliance of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : 0
Reference :
Allotment : N/A
No. of Pages : 1

To be indicated in the **Perpetual Index** under the following subjects:

ICT INFRASTRUCTURE INVENTORY

