



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

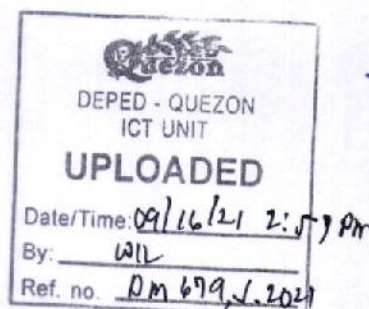
16 September 2021

DIVISION MEMORANDUM
DM No. 679, s. 2021

**REITERATION OF THE GUIDELINES ON THE USE OF DEVICES BORROWED BY
LEARNERS AND TEACHERS DURING COVID-19 PANDEMIC**

To: OIC – Assistant Schools Division Superintendent
Chief, Education Supervisors – SGOD & CID
Public Schools District Supervisors
Elementary and Secondary School Heads, OIC & TIC
District/School Elementary and Secondary Property Custodian
District/School Elementary and Secondary ICT Coordinators
All Teaching Personnel
All Others Concerned

1. In reference to OUA Memo. No. 00-0720-0063 dated April 8, 2020 re: **Guidelines on the Use of Devices Borrowed by Learners** and OUA Memo No. 00-0420-0029 dated April 8, 2020 re: **Guidelines on the Use of Desktop Computers, Laptops, Tablet PCs and Smartphones at Home during the COVID-19 Pandemic for Teachers**, all School Heads are advised to follow guidelines during this time of pandemic.
2. Kindly refer to the attached memorandum for your reference.
3. For immediate dissemination and guidance.



ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

ictwbp/09/16/2021
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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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OJA MEMO 00-0720-0063

MEMORANDUM

17 July 2020

For: **Regional Directors
Schools Division / City Superintends
Heads, Public Elementary Schools and Secondary Schools
All Other Concerned**

Subject: **GUIDELINES ON THE USE OF DEVICES BORROWED
BY LEARNERS**

This memorandum authorizes schools to issue stand-alone desktops, laptops and tablet PCs to be borrowed by learners for temporary use in online learning subject to the following guidelines:

1. The Principals/School Heads (SHs) and the School Property Custodian shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the learner's parent/guardian using the Property Acknowledgement Receipt (if Desktop/Laptop is above P15k) and Inventory Custodian Slip (if tablet is less than P15k). (Which will be signed by the ICT Coordinator and the Parent/Guardian since the units were issued to the ICT Coordinator by the School Property Custodian).
2. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
3. In case the parent/guardian does not agree to the conditions then the Principal/School Head can choose another recipient.
4. The Learner Enrolment and Survey Form (LESF) accomplished during the enrollment shall be the primary basis in identifying the learners who can borrow DCP Devices. Learners with disability shall be given the priority over the others.



Office of the Undersecretary for Administration (OJA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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5. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the System Unit Case, Monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
6. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

For compliance and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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OUA MEMO 00-0420-0029
MEMORANDUM
08 April 2020

For : **Regional Directors**
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

Subject : **GUIDELINES ON THE USE OF DESKTOP COMPUTERS,
LAPTOPS, TABLET PCS, AND SMARTPHONES AT HOME DURING
THE COVID-19 PANDEMIC**

This Memorandum authorizes school heads to release Desktop Computers, Laptops, Tablet PCs, and Smartphones to teachers for use in the conduct of online trainings and online classes during the COVID-19 pandemic subject to the following guidelines:

1. The principals/school heads (SHs) shall ensure that the devices which are government property are properly used, cared for, safeguarded from natural and human elements, and recorded upon turn-over to teachers;
2. Teachers can bring home the said devices to enable them to attend online training courses and conduct online classes for their students using tools such as the DepEd Commons, LR Portal, and other websites during situations when face-to-face instruction is no longer possible due to quarantine restrictions brought about by the COVID-19 pandemic.
3. The teacher is liable for any losses or damages while the device is in their custody if it is determined that there was negligence on the part of the teacher.
4. Teachers are required to return the said devices upon the resumption of regular classes.



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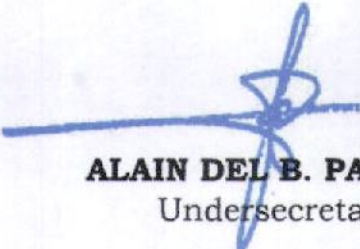


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*[Administrative Service (AS), Information and Communications Technology Service (ICTS),
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Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

5. For your guidance and strict compliance. Thank you


ALAIN DEL B. PASCUA
Undersecretary



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