



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

QUEZON
 DEPED - QUEZON
 ICT UNIT
UPLOADED
 Date/Time: **OCT 12 2022**
 By: **carol 2:56 PM**
 Ref. no. **DM 845, s. 2022**

11 October 2022

DIVISION MEMORANDUM
DM No. 845, s. 2022

**SUBMISSION OF ACKNOWLEDGMENT RECEIPTS FOR TABLET RECIPIENTS
 FROM THE PROVINCIAL GOVERNMENT OFFICE**

To: Assistant Schools Division Superintendents
 Chief-CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads
 School Property Custodians
 School ICT Coordinators
 All Others Concerned

1. In reference to the communication received from the Provincial Governor, Hon. Angelina "Doktora Helen" D.L. Tan, MD, MBAH requesting for the list of student receipts in relation to the tablets distributed from the Provincial Governor's Office last June 2022, this Office requests for the list of recipients and submission of Parent's Acknowledgement Receipt per learner who received the tablet or is currently holding the tablet in his/her custody this SY 2022-2023.
2. The following documents are attached in this Memorandum for your reference:
 - a. Communication Letter from the Provincial Governor's Office
 - b. Division Memorandum No. 438, s. 2022
 - c. Template for the List of Tablet Recipients
 - d. Parents Acknowledgment Receipt

3. The requested documents shall be submitted to this office following the matrix below:

Document for submission	Deadline	Format	Mode of submission
List of Tablet Recipients	October 13, 2022	Softcopy, PDF	Upload to Google Drive: tinyurl.com/quezonlrPGOtablet2022 Filename: SchoolID_SchoolName_Tablet Recipients

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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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Parents Acknowledgment Receipt	October 21, 2022	Hardcopy, Original	SDO Quezon Records Section, Attn: LRM Section
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4. The list of recipients and parents acknowledgment receipt **shall tally** from the number of tablets issued per school as stated in the Division Memorandum No. 438, s. 2022.
5. For any queries or concern, you may call SDO Quezon LRM section at telephone (042) 784-0321 local 175 or visit Schools Division Office Learning Resource Management Section at Brgy. Talipan, Pagbilao, Quezon and look for EPS Jee-Ann O. Borines.
6. Immediate and wide dissemination of this Memorandum is desired.

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





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**PROOF OF PARENT'S/GUARDIAN'S RECEIPT
OF THE TABLET BORROWED FROM DEPED QUEZON**

This is to acknowledge the receipt of one tablet for utilization of (Name of Student), my Grade child enrolled in (Name of School) , (Name of Municipality) in the SY 20 - 20 .

This is also to acknowledge my responsibilities to wit,

1. Tablet issued by the Department of Education – Schools Division of Quezon, through the Supply Section, will be utilized by my child in doing his/her school works;
2. I will not lend the DepED issued tablet to other person;
3. In case of repair of DepED issued tablet, I will seek first a permission from the school authority;
4. Repair and maintenance of the tablet, I understand, is my responsibility;
5. Since the tablet is issued to aid my child in the completion of their school works, all files stored in the tablets should be relevant to the learning needs of the user. Thus, I will not allow my child to store personal files in the DepED issued tablet;
6. I will personally supervise my child in the proper care and safekeeping of DepED issued tablet to my child.
7. Before the school year ends, I will personally surrender the DepED issued tablet to the designated school authority; and
8. In case of loss of DepED issued tablet, I will submit a notarized affidavit of loss to the Office of the School Head for utilization of the Division Monitoring Team during the year-end inventory of DepED issued tablets.

PRINTED NAME AND SIGNATURE OF THE PARENT/GUARDIAN

Attested by:

PRINTED NAME AND SIGNATURE OF THE SCHOOL ICT COORDINATOR

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Republic of the Philippines
Province of Quezon
OFFICE OF THE GOVERNOR

06 October 2022

ELIAS A. ALICAYA JR., Ed D
Schools Division Superintendent
DepEd Division of Quezon
Brgy. Talipan, Pagbilao, Quezon

Dear SDS Alicaya:

Greetings of Peace!

This is to respectfully acknowledge your letter dated 29 September 2022 on transmitting the Division Memorandum No. 438, s. 2022 on the distribution list per Congressional district and signed receipt of the ICT equipment (tablet computer) for SHS learners.

Given the attached documents supporting the said memorandum, the Provincial Government ensures to deliver comprehensive reports that strengthen our accountability and transparency to the concerned offices.

Hence, may we respectfully request your good office to provide the list of student receipts from the forwarded schools pertaining to the said matter.

Thank you very much for your favorable response for this request.

Very yours truly,

A handwritten signature in black ink, appearing to read "Al Tan".

ANGELINA "DOKTORA HELEN" D.L. TAN, MD, MBAH
Provincial Governor

