



Republic of the Philippines
Department of Education
REGION I

DEPED REGIONAL OFFICE I
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BY: J


Office of the Regional Director

REGIONAL MEMORANDUM
No. **220**, s. 2020

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

To: All Schools Division Superintendents

1. This has reference to OUA Memorandum No. 00-0420-0029 dated April 8, 2020, entitled Guidelines on the use of Desktop Computers, Laptops, Tablet PCs and Smartphones at Home during the Covid-19 Pandemic.
2. The Office of the Undersecretary for Administration authorized the 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 guidelines stated in the Memorandum.
3. Attached is the Memorandum for reference.
4. For information and guidance.


TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated

Reference: OUA Memorandum No. 00-0420-0029 dated April 8, 2020

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

ICT ANNOUNCEMENT

ORD/ICTU/scl/RMICTU005
May 5, 2020

DepEd Region 1: Built on character; empowered by competence.



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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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Office of the Undersecretary for Administration (OUA)

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

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5. For your guidance and strict compliance. Thank you


ALAIN DEL B. PASCUA
Undersecretary



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