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/JCTU/scl/RMICTU005
May 5, 2020

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

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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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5. For your guidance and strict compliance. Thank you