



Republic of the Philippines
Department of Education -
 Region I

DEPED REGIONAL OFFICE I
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Office of the Regional Director

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REGIONAL MEMORANDUM
 No. 409, s. 2020

GUIDELINES ON THE USE OF DEVICES BORROWED BY LEARNERS

To: All Schools Division Superintendents

1. This has reference to OUA Memorandum No. 00-0720-0063 dated July 17, 2020, entitled *Guidelines on the Use of Devices Borrowed by Learners*.
2. The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) issued the above-mentioned memorandum authorizing schools to issue stand-alone desktops, laptops and tablet PCs to be borrowed by learners for temporary use in online learning subject to the guidelines stated therein.
3. Attached is the memorandum for reference.
4. For information and compliance.

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

Encl.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

ICT REFERENCE

ORD/ICTU/scl/RMICTU
 August 3, 2020



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Republika ng Pilipinas
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OUA 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 (OUA)

[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)]

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