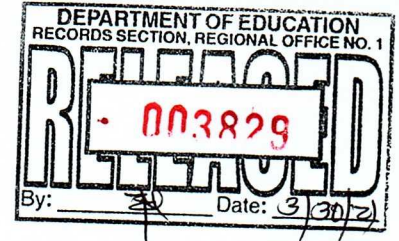




Republic of the Philippines
Department of Education
REGIONAL OFFICE I



Office of the Regional Director

MAR 30 2021

REGIONAL MEMORANDUM
No. 278 , s. 2021

**GUIDELINES ON THE ISSUANCE AND USE OF
DONATED ICT GADGETS**

To: Schools Division Superintendents

1. Attached is the Memorandum from Undersecretary for Administration, Department of Education, Central Office, Meralco Avenue, Pasig City dated March 13, 2021.
2. For immediate dissemination and strict compliance.

For the Regional Director:

RONALD B. CASTILLO, CESO V
Officer-In-Charge
Office of the Assistant Regional Director

Incl.: As Stated.

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

GUIDELINES	ISSUANCE
TRAINING	YOUTH

ESSD-DCN/bjg/ro1_RM
March 30, 2021

DepEd Region 1: Built on Character; and Empowered by Competence.



Address: Flores Street, Catbangen, City of San Fernando, La Union
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0239
MEMORANDUM
13 March 2021



For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
Public School Heads
School Property Custodians and ICT Coordinators
Federation Supreme Student Government Presidents
Teacher-Advisers
All Others Concerned

Subject: **GUIDELINES ON THE ISSUANCE AND USE OF
DONATED ICT GADGETS**

The Department of Education (DepEd) will distribute empowerment and educational tools (laptops, tablets, and cellphones) from the Bureau of Customs (BOC) and Embassy of the People's Republic of China to all Federation Supreme Student Government (SSG) Presidents and Teacher-Advisers in the Division, Regional, and National level. The distribution will symbolize the Department's unwavering support for the overall upliftment of student leaders' academic and co-curricular activities. Given the effects of the pandemic, these devices shall help student leaders facilitate and actualize student-oriented projects and initiatives online. Further, these shall help them excel and succeed in their academic life despite the challenges faced in the Online Distance Learning (ODL) paradigm.

In this regard, the Department of Education (DepEd) through the Bureau of Learners Support Services-Youth Formation Division (BLSS-YFD) hereby issues the guidelines on the distribution and use of these gadgets, for the compliance of all concerned. This is in accordance with Office of the Undersecretary for Administration (OUA) Memorandum 00-0221-0197 titled *Approval of New Distribution List of Donated ICT Gadgets* dated 24 February 2021.

The following guidelines aim to put in place internal control measures that will ensure an efficient, transparent, and simplified system of processing, monitoring, and reporting on the issuance of donated ICT gadgets; and to make sure that these goods are consigned and received exclusively and entirely by the intended beneficiaries.



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

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