



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 1216 s. 2024

**ADDENDUM IN THE GUIDELINES ON THE INSPECTION, RECEIPT,  
DISTRIBUTION, UTILIZATION AND MONITORING OF THE CENTRALLY  
PROCURED LAPTOPS AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS  
WITH DISABILITIES DELIVERED TO THE SCHOOLS DIVISION  
OFFICES IN 2024 DATED JULY 19, 2024**

To: Schools Division Superintendents

1. The centrally procured 2,667 laptop units, Hewlett-Packard (HP), supplied by Advance Solutions Inc., as assistive electronic tools for learners with disabilities (LWDs), have been delivered to the Schools Division Offices since August 22, 2024. The Joint Memorandum on the utilization guidelines was issued on July 19, 2024.
2. However, an addendum to the guidelines is issued in relation to login credentials. Please be advised that when opening the laptop, target users are advised not to use the login credentials ASITSD but to use other suggested login credentials on the display screen.
3. On the other hand, this is to reiterate that the allocation of the laptops to the identified schools is based on the data of LWDs taken from the Learners Information System (LIS). Utilization of laptops other than their intended purpose is strongly discouraged.
3. Attached is the Memorandum BLR-2024-09-1923 from the Bureau of Learning Resources dated September 19, 2024 for reference.
4. For information and compliance.

**TOLENTINO G. AQUINO**  
Director IV

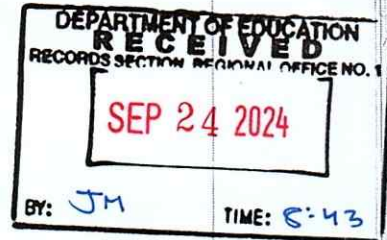
Enclosure: As Stated  
Reference: None  
To be included in the Perpetual Index  
Under the following Subjects:

GUIDELINES  
LEARNERS WITH DISABILITIES

CLMD-LRMS/gaa.aio/RM\_AddendumInTheGuidlines  
September 27, 2024



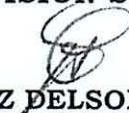
Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES



Office of the Director

MEMORANDUM  
BLR-2024-09-1923

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CONCERNED SCHOOL HEADS  
DIVISION SUPPLY OFFICERS ✓

FROM :   
ARIZ DELSON ACAY D. CAWILAN  
Director IV  
Bureau of Learning Resources



SUBJECT : ADDENDUM IN THE GUIDELINES ON THE INSPECTION,  
RECEIPT, DISTRIBUTION, UTILIZATION AND MONITORING  
OF THE CENTRALLY PROCURED LAPTOPS AS ASSISTIVE  
ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES  
DELIVERED TO THE SCHOOLS DIVISION OFFICES IN 2024  
DATED JULY 19, 2024

DATE : September 19, 2024

The centrally procured 2,667 laptop units, Hewlett-Packard (HP), supplied by Advance Solutions Inc., as assistive electronic tools for learners with disabilities (LWDs), have been delivered to the Schools Division Offices since August 22, 2024. The joint memorandum on the utilization guidelines was issued on July 19, 2024.

However, an addendum to the guidelines is issued in relation to login credentials. Please be advised that when opening the laptop, target users are advised not to use the login credentials ASITSD but to use other suggested login credentials on the display screen.

On the other hand, this is to reiterate that the allocation of the laptops to the identified schools is based on the data of LWDs taken from the Learners Information Systems (LIS). **Utilization of laptops other than their intended purpose is strongly discouraged.**

For your guidance and appropriate action.

BLRPD-24-09-110

