



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

April 6, 2021

DIVISION MEMORANDUM
NO. 216 __S, 2021

**GUIDELINES ON THE ISSUANCE AND USE OF DONATED ICT GADGETS TO SPG, SSG AND
TEACHER-ADVISERS REGIONAL FEDERATED OFFICERS**

TO: **Assistant Schools Division Superintendents
Division Chiefs, CID and SGOD
Public Schools District Supervisors of Dimiao, Dagohoy, Getafe and Loon North
School Principals of Dimiao NHS, Dagohoy NHS, Getafe CES and Calayugan ES
All Others Concerned**

1. Attached is Regional Memo No. 0216, s. 2021 dated March 31, 2021 entitled Guidelines on the Issuance and Use of Donated ICT Gadgets and OUA Memorandum 00-0321-0239, s. 2021, which are self-explanatory for the information and guidance of all concerned.
2. For inquiries and more detailed information, please contact Mr. Adolf P. Aguilar, Chief, BLSS-YFD through mobile no. 0915-5669717 or email at blss.yfd@deped.gov.ph.
3. Immediate and wide dissemination of this Memorandum is desired.

BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Mr. Marin Basmal, please take charge!

Office of the Regional Director

March 31, 2021

REGIONAL MEMORANDUM

No. **0216**, s. 2021

GUIDELINES ON THE ISSUANCE AND USE OF DONATED ICT GADGETS TO SPG, SSG AND TEACHER-ADVISERS REGIONAL FEDERATED OFFICERS

To: Schools Division/City Superintendents
Officers-in-Charge of Regular/Interim Divisions
All Others Concerned

1. Attached is **OUA Memorandum 00-0321-0239, s. 2021** entitled **Guidelines on the Issuance and Use of Donated ICT Gadgets** and its Annex "A" which is the Allocation List of Tablets, the contents of which are self-explanatory for the information and guidance of all concerned.
2. For inquiries and more detailed information, please contact Mr. Adolf P. Aguilar, Chief, BLSS-YFD through mobile no. 0915-5669717 or email at blss.yfd@deped.gov.ph.
3. Immediate dissemination of this Memorandum is desired.


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Regional Director

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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.



Office of the Undersecretary for Administration (OUA)

(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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1. General Guidelines

To ensure that the donated ICT gadgets are optimally and properly utilized in promoting the general well-being of the intended beneficiaries, the following guidelines shall be observed:

a. Safety and Accountability

In compliance with **OUA MEMO 00-0720-0063** titled *Guidelines on the Use of Devices Borrowed by Learners*, the distribution and use of the donated ICT gadgets are subject to the following rules/protocols:

- i. The Principal/School Head (SH), School Property Custodian and recipients shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements. In this regard, **parents of recipient learners and School Heads are directed to sign the attached Letter of Undertaking in the presence of the ICT Coordinator and Property Custodian.** This letter shall be **duly notarized.**
- ii. 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.
- iii. In case the parent/guardian does not agree to the conditions, the Principal/SH may choose another recipient.
- iv. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the SystemUnit Case, monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
- v. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

b. **Recipients:** See Annex A for the Allocation List of Tablets.

c. Means of Verification

The Division Youth Formation Coordinators (YFCs) shall ensure the submission of the Means of Verification (MOVs) on the actual acceptance of the donated ICT gadgets to the BLSS-YFD.

d. Turnover to the Next Set of Elected Officers

The Federation SSG Presidents and Teacher-Advisers are required to return the said devices right after their term. The retrieval of these gadgets shall be facilitated by the Division YFC to ensure proper turn over to the next set of Elected Officers.

For more information, questions or concerns on this matter, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 8637 9814 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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REGION VII

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SPG- Teacher-Advisers

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REGION VII
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SPG President

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