



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

February 19, 2025

DIVISION MEMORANDUM  
No. 154, s. 2025

**DISTRIBUTION OF SPECIAL SCIENCE SCHOOL SYSTEM LAPTOPS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
PSDS/APSDS  
Elementary and Secondary School Principal  
All Others Concerned

1. This office through the Curriculum Implementation Division informs the schedule of distribution of Laptops to Special Science Class Coordinators at the SDO Bohol Property and Supplies Office, Lino Chatto Drive, Tagbilaran City, Bohol.
2. Attached herewith is the list of schools who will receive the laptop.
3. All Special Science Class Coordinators from the schools listed are required to complete the attached document and submit it to the CID Office. Upon submission, you will receive a claim stub which is necessary for the release of the laptop. Please ensure the document is filled out accurately before submitting, to facilitate the process.
4. Transportation and other expenses relative to the distribution of these materials shall be charged against SEF/School MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
5. This memorandum serves as **TRAVEL ORDER**.
6. Immediate dissemination of, and compliance with this memorandum is directed.

  
**FAY C. LUAREZ EdD, PhD. TM, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

FCL/CID/CMR/GTC

| DISTRICT         | SCHOOL                                                                       | NO. OF LAPTOP |
|------------------|------------------------------------------------------------------------------|---------------|
| Balilihan        | Cong. Pablo Malasarte National High School                                   | 1             |
| Balilihan        | Hanopol National High School                                                 | 1             |
| Bien Unido       | Bien Unido Central Elementary School                                         | 1             |
| Bien Unido       | President Carlos P. Garcia Technical Vocational School of Fisheries and Arts | 1             |
| Bilar            | Bilar National High School                                                   | 1             |
| Calape           | Calape National High School                                                  | 1             |
| Candijay         | Candijay Central Elementary School                                           | 1             |
| Candijay         | Candijay Municipal High School                                               | 1             |
| Carmen III       | Katipunan National High School                                               | 1             |
| Catigbian        | Catigbian Central Elementary School                                          | 1             |
| Catigbian        | Catigbian National High School                                               | 1             |
| Corella          | Corella National High School                                                 | 1             |
| Dagohoy          | San Miguel Elementary School                                                 | 1             |
| Dagohoy          | Dagohoy Central Elementary School                                            | 1             |
| Dagohoy          | Dagohoy National High School                                                 | 1             |
| Danao            | Danao Central Elementary School                                              | 1             |
| Davis            | Bingag Elementary School                                                     | 1             |
| Dimiao           | Dimiao National High School                                                  | 1             |
| Garcia Hernandez | Garcia Hernandez High School                                                 | 1             |
| Garcia Hernandez | Tabuan National High School                                                  | 1             |
| Getafe II        | Tulang National High School                                                  | 1             |
| Guindulman       | Trinidad Elementary School                                                   | 1             |
| Guindulman       | Mayuga Elementary School                                                     | 1             |

| <b>DISTRICT</b> | <b>SCHOOL</b>                                    | <b>NO. OF<br/>LAPTOP</b> |
|-----------------|--------------------------------------------------|--------------------------|
| Guindulman      | Guinacot Elementary School                       | 1                        |
| Guindulman      | Guindulman Central Elementary School             | 1                        |
| Guindulman      | Guinacot National High School                    | 1                        |
| Inabanga North  | Cuaming Elementary School                        | 1                        |
| Inabanga North  | Inabanga High School                             | 1                        |
| Inabanga South  | Inabanga South Central Elementary School         | 1                        |
| Inabanga South  | Southern Inabanga High School                    | 1                        |
| Jagna           | Faraon National High School                      | 1                        |
| Jagna           | Jagna Central Elementary School                  | 1                        |
| Jagna           | Jagna High School                                | 1                        |
| Jagna           | Lonoy Heroes Memorial High School                | 1                        |
| Loon North      | Pondol Elementary School                         | 1                        |
| Mabini          | Mabini Central Elementary School                 | 1                        |
| Mabini          | San Roque National High School                   | 1                        |
| Panglao         | Lourdes National High School                     | 1                        |
| Pres. CPG       | Pres. CPG Central Elementary School              | 1                        |
| Pres. CPG       | Mayor Inocencio B. Mendez High School            | 1                        |
| Sagbayan        | Sagbayan Central Elementary School               | 1                        |
| Sagbayan        | San Agustin National High School                 | 1                        |
| San Miguel      | San Miguel Central Elementary School             | 1                        |
| San Miguel      | Mahayag National High School                     | 1                        |
| San Miguel      | San Miguel Technical Vocational School           | 1                        |
| Sierra Bullones | Sierra Bullones Technical Vocational High School | 1                        |
| Sikatuna        | Sikatuna National High School                    | 1                        |

| <b>DISTRICT</b> | <b>SCHOOL</b>                                   | <b>NO. OF<br/>LAPTOP</b> |
|-----------------|-------------------------------------------------|--------------------------|
| Talibon I       | Talibon Central Elementary School               | 1                        |
| Talibon I       | President Carlos P. Garcia Memorial High School | 1                        |
| Talibon I       | Blessed Trinity College                         | 1                        |
| Talibon II      | Talibon II Central Elememtry School             | 1                        |
| Talibon II      | San Jose National High School                   | 1                        |
| Trinidad I      | Trinidad I Central Elementary School            | 1                        |
| Trinidad I      | Tagum Sur National High School                  | 1                        |
| Trinidad II     | Hinlayagan National High School                 | 1                        |
| Tubigon West    | Tubigon West Central Elem School                | 1                        |
| Tubigon West    | Tubigon West Central HS                         | 1                        |
| Ubay I          | Ubay Central Elementary School                  | 1                        |
| Ubay I          | Ubay National Science High School               | 1                        |
| Ubay II         | Ubay II Central Elementary School               | 1                        |
| Ubay III        | Ubay III Central Elementary School              | 1                        |
| Ubay III        | San Pascual National Agricultural High School   | 1                        |
| Valencia        | Valencia Central Elementary School              | 1                        |
| Valencia        | Valencia Technical Vocational High School       | 1                        |



# **GUIDELINES**

## **ON THE USE OF LAPTOP FOR SCHOOL'S SPECIAL SCIENCE COORDINATOR**

**GENEROSA T. CASTILLO PhD**

Education Program Supervisor - Science

## **Purpose of Use and Expected Output**

The laptop is designated solely for office-related work of the Special Science School System (4S) activities, projects and outputs and should **NOT** be used for personal purposes during working and non-working hours, unless specifically allowed by management.

All files and documents created should only be work-related and stored in appropriate office-approved cloud or internal storage systems.

The school 4S coordinator as recipient of the laptop shall be the one to take responsibility for its use, maintenance and safe keeping.

**The recipient school has to show active participation in Science activities, and /or competitions in any areas of focus consistent to the mandated competencies in the curriculum. A concrete performance output is highly desired and expected.**

## **Security & Confidentiality**

*Password Protection:* Ensure that the laptop is always secured with a strong password or biometric authentication.

*Data Encryption:* Sensitive work data must be encrypted both on the device and during transmission.

*Locking the Laptop:* Always lock your laptop when stepping away from your desk to prevent unauthorized access.

*Anti-Virus and Anti-Malware:* Regularly update security software to protect against malware, viruses, and phishing attempts.

*Confidentiality:* Do not share or access sensitive organization's data outside of the approved secure networks.

## **Software & Applications**

*Approved Software:* Only authorized software or applications should be installed for office work. Avoid using personal or unapproved applications.

*Updates:* Regularly update the operating system, software, and antivirus to ensure security patches and improvements are applied.

*No Piracy:* Do not install pirated or unlicensed software. All software must be purchased or licensed appropriately.

## **Internet Usage**

*Business-Only Browsing:* Use the internet for work-related research, communication, and business tasks only. Avoid excessive personal browsing during office hours.

*Respect Organization Policies:* Ensure you are familiar with and adhere to the organization's internet usage policies, including avoiding access to inappropriate or non-work-related content.

## **Data Storage and Backup**

*Cloud Storage:* Store work-related files in the organization's approved cloud system or internal servers to ensure easy access and secure backups.

*File Organization:* Organize files in an orderly manner, using clear and concise folder structures. Avoid clutter and ensure files are easily retrievable when needed.

*Data Backup:* Regularly back up your work data to prevent data loss, using the organization-approved backup procedures.

## **Maintenance & Performance**

*Battery Care:* Ensure the laptop is regularly charged and plugged in when working. Avoid letting the battery drain completely to prolong battery life.

*Physical Care:* Keep the laptop clean and free of dust. Use a laptop case or sleeve to prevent damage when transporting it.

*Technical Support:* Contact the District IT Officer immediately if any technical issues arise, such as software malfunctions, hardware problems, or connectivity issues.

## **Remote Work**

*Work Environment:* Ensure a quiet, professional environment when using the laptop for video conferencing, to maintain confidentiality and avoid distractions.

## **Compliance with Legal and Ethical Standards**

*Copyright Laws:* Do not violate copyright laws by downloading or using illegal content or software.

*Organization Policies:* Adhere to organization policies regarding laptop use, data privacy, and ethical standards of conduct.

## **End-of-Day Procedures**

*Log Out:* Always log out of all work-related accounts, including email and organization systems, when you're finished for the day.

*Shutdown:* Shut down or securely sleep the laptop at the end of the day to preserve battery life and ensure security.

## **DURING TRANSFER, RESIGNATION, OR DEATH OF SCHOOL'S SPECIAL SCIENCE COORDINATOR**

### **Employee Transfer**

*Transfer of Laptop and Related Devices:* Upon transfer, the employee's laptop should be reassigned to the new Schools Special Science Coordinator, following the official organization process for device management.

The School IT department should ensure that all relevant access, files, and settings are transferred securely to the new user.

*Data Backup and Transfer:* Prior to the transfer, the employee should work with IT to back up all critical data, projects, and personal files related to their job role.

All personal data (if any) should be removed from the laptop to ensure privacy.

The IT team should ensure all sensitive files, emails, and documents are appropriately transferred or secured before handing over the laptop.

*Resetting Access and Permissions:* IT should update login credentials, software licenses, and access permissions for the transferred employee's new role.

Ensure that the laptop is wiped of any irrelevant data and is configured with the appropriate software and access for their new position.

### **Employee Resignation**

*Return of Laptop and Devices:* Upon resignation, the employee is required to return the laptop to the IT department on or before their last working day.

The return process should be documented, noting the condition and completeness of the returned items.

*Backup and Data Management:* The employee should back up all work-related files to the appropriate cloud or internal storage system prior to their departure. Any personal files should be removed from the laptop.

The IT department should ensure that all sensitive organization data is securely backed up and accessible for the employee's successor.

*Deactivating Accounts and Access:* IT should revoke access to all organization systems, emails, and software immediately upon the employee's departure.

*Reassignment of Equipment:* The laptop should be thoroughly checked by IT, ensuring it's in working order, wiped of personal information, and ready for reassignment to another employee if needed.

## **Employee Death**

*Immediate Actions:* In the event of an employee's death, the principal should ensure to retrieve and return to the supply office in the division office.

*Data Backup and Recovery:* IT should work with the employee's family (or legal representative) to recover and secure all important files, emails, and documents from the laptop.

If necessary, IT should ensure the proper backup of organization's data and confirm that nothing critical is lost. IT should deactivate all login credentials, emails, software, and network access associated with the deceased employee following any legal and organization's procedures.

*Reassigning or Securing Equipment:* The school principal should designate a new Special Science Coordinator duly approved by the Schools Division Superintendent. The device will be reassigned to another newly designated Special Science Coordinator.

*Data Protection and Legal Compliance:* Ensure that any actions taken about the laptop and other devices comply with data protection laws, particularly if the laptop contains personal or confidential information. HR should also ensure the family or estate is aware of any legal requirements around the device's contents.

## **GENERAL GUIDELINES FOR ALL SITUATIONS (TRANSFER, RESIGNATION, OR DEATH)**

*Privacy and Confidentiality:* In all cases, employees' personal information on the laptop should be respected and kept confidential. Only authorized personnel should have access to private data.

Sensitive or confidential work-related information should be handled with the utmost care and in compliance with organization's policies.

*Asset Management:* A formal record should be kept of the return, reassignment, or disposal of any devices and submit to SDO property section copy furnished to the SDO Special Science Secretariat.

*Secure Handling of Devices:* Laptops should be wiped of all sensitive data or securely archived, depending on their future use.

Organization-issued laptops should be handled with the same care as any other asset, ensuring all data is securely managed and always protected.

**FAILURE TO COMPLY WITH THE OUTLINED REQUIREMENTS MAY RESULT IN THE REVOCATION OF THE ASSIGNED LAPTOP AND ITS REASSIGNMENT TO ANOTHER QUALIFIED SCHOOL SPECIAL SCIENCE COORDINATOR FROM A DIFFERENT INSTITUTION.**

Conforme:

\_\_\_\_\_  
*Name of 4S Coordinator*

**School:** \_\_\_\_\_

**District:** \_\_\_\_\_

**WITNESSES:**

**School Principal:** \_\_\_\_\_

**School Property Custodian:** \_\_\_\_\_

**Public School District Supervisor:** \_\_\_\_\_

Noted:

**GENEROSA T. CASTILLO PhD**

EPS - Science