



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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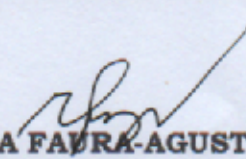
DIVISION MEMORANDUM

No. 087, s. 2020

**GUIDELINES ON THE DISTRIBUTION, ACCOUNTABILITY MEASURES AND
UTILIZATION OF LEARNING PORTABLE COMPUTER TABLETS**

To : Assistant Schools Division Superintendent,
Chief, School Governance and Operations Division,
Chief, Curriculum Implementation Division,
All School Heads,
All Others Concerned.

1. With reference to the **Regional Order No. DEPED-4A-01D-RO-21-3**. This Office, through the Information and Communications Technology (ICT) Unit, informs all concerned on the Guidelines on the distribution, Accountability measures and utilization of learning Portable Computer tablets.
2. It aims to support the continuing advocacy of the department towards the digital transformation of education, to equip the students with empirical knowledge and mastery of technology, and to provide equal access to digital learning resources while at the same time ensure their health and safety as they continuously adapt to remote learning.
3. The attached guidelines stipulate the specific mechanism, accountabilities, procedures, and monitoring of the distributed learning portable computer tablets.
4. For questions and clarifications, you may course them thru **Mr. Lester R. Ramos**, ITO I at lester.ramos@depd.gov.ph and/or **09954569685**.
5. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.


EDNA FAURA-AGUSTIN
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL




3 March 2021

Regional Order

**GUIDELINES ON THE DISTRIBUTION, ACCOUNTABILITY MEASURES AND
UTILIZATION OF LEARNING PORTABLE COMPUTER TABLETS**

To **Schools Division Superintendents**

1. DepEd Region IV-A CALABARZON issues the enclosed **Guidelines on the Distribution, Accountability Measures and Utilization of Learning Portable computer tablets** to provide learners portable computer tablets considering the apparent constraints of the inadequacy of learning resources.
2. It aims to support the continuing advocacy of the department towards the digital transformation of education, equip the students with empirical knowledge and mastery of technology, and provide equal access to digital learning resources while at the same time ensure their health and safety as they continuously adapt to remote learning.
3. These guidelines stipulate the specific mechanisms, accountabilities, procedures and monitoring of the distributed learning portable computer tablets.
4. This Order shall take effect immediately upon issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.


WILFREDO E. CABRAL
Regional Director

Encl:

As stated

References:

DepEd Order No. 95 s. S 2020
OUA Memo No. 00-00420-0029 April 8, 2020
OUA Memo 00-00620-0030 July 8, 2020



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Enclosure to Regional Order No. _____

GUIDELINES ON THE DISTRIBUTION, ACCOUNTABILITY MEASURES AND UTILIZATION OF LEARNING PORTABLE COMPUTER TABLETS

I. Rationale

The academic success of students is highly predicated on their access to important educational resources. Considering the apparent constraints of the inadequacy of learning resources and in view of the current health crisis brought by the pandemic, DepEd CALABARZON shall provide its learners portable computer tablets starting this second semester, School Year 2020- 2021. Such action is meant to support the continuing advocacy of the department towards the digital transformation of education, equip the students with empirical knowledge and mastery of technology, and provide equal access to digital learning resources while at the same time ensuring their health and safety as they continuously adapt to remote learning.

In view of the above, this order is issued for the information and guidance of all concerned.

II. Scope

These guidelines and terms of references are intended to provide direction on the distribution, maximum utilization, and appropriate management of the issued portable computer tablets.

III. Policy Statement

The DepEd Region IV-A CALABARZON having an oversight authority hereby provides these guidelines on the distribution, accountability measures and utilization of learning portable computer tablets to ensure that the distributed tablets will be used prudently for the learners to acquire maximum learning.

IV. Definition of Terms

1. **Accountability Measures.** This refers to the performance of the stated responsibilities/accountabilities of the personnel from Schools Division Offices, Schools, Parents and Learners relative to the care and use of the issued tablets.
2. **Distribution.** This refers to the process of the identification and issuance of the tablets to identified learners.
3. **Learning Portable computer tablet.** This refers to the portable computer tablets procured by the regional office, SDOs, LGUs, NGOs and other stakeholders to be issued to learners.
4. **Utilization.** This refers to the maximum use of issued portable computer tablets in adherence to the stated guidelines.

V. RESPONSIBILITIES AND ACCOUNTABILITIES OF CONCERNED OFFICES

A. Delivery Processes

1. Schools Division Office

- a.** Accept the portable computer tablets from the supplier
- b.** Conduct inspection as to the quantity.
- c.** Distribute the portable computer tablets to the recipient schools, after the inspection by Regional Office
- d.** Issue the inventory custodian slip (ISC) to the School Principal or School Head.

2. Supplier

- a.** Ensure that the delivery receipts are duly received by the supply officer/property custodian or representative.
- b.** Request for the conduct of inspection by the Regional Office

3. Regional Office

- a.** Conduct inspection by the Inspectorate Team.
- b.** Submit inspection report to Asset Management Section

B. Distribution Processes

1. Schools Division Office

a. School Division Superintendent

1. Acknowledge the property transfer report/deed of donation/ Memorandum of Agreement/ Understanding (whichever is applicable).
2. Submit the list of identified school recipients.

b. Schools Division Supply Officer/Property Custodian

1. Inspect and receive the portable computer tablets.
2. Distribute the portable computer tablets to the identified schools.
3. Furnish a copy of Property Transfer Report (PTR) to the Accounting Unit to facilitate recording in the books.

c. CID Learning Resource Supervisor, Project Development Officer II, and Librarian

1. Conduct orientation to education officials, teachers on the guidelines, terms of reference, access to learning resources, and use of portable computer tablets.
2. Upload/store and update quality assured learning resources in the learners' portable computer tablets.
3. Prepare and submit to the Curriculum Learning and Management Division the list of uploaded learning resources that are stored in the learners' portable computer tablets.
4. Coordinate with subject area supervisors and the Information Technology Officer in the installation of assessment tools.

5. Spearhead data gathering and reporting of observations, feedback, and findings on the use of portable computer tablets to the Regional Office.

d. Information Technology Officer (ITO)

1. Coordinate with the Division Learning Resource Supervisor regarding the assessment software to be installed.
2. Provide technical assistance and elevate the problem to the Regional Office pertaining to the hardware and software defect.

2. Schools

a. School Head

1. Acknowledge the property transfer report from the Schools Division Office.
2. Consolidate report of observations, feedback, and findings on the use of portable computer tablets submitted to the Schools Division Office, specifically to the LR Supervisor. Furnish a copy to the division property custodian.

b. School Property Custodian

1. Inspect and receive the portable computer tablet from the Schools Division Office.
2. Distribute and retrieve the portable computer tablet in coordination with the class adviser. Retrieval is scheduled at the end of every semester.
3. Monthly monitoring of the portable computer tablets thru the class adviser.
4. Consolidate the report of portable computer tablet in school.

c. Teachers

1. Conduct orientation to parents and learners on the guidelines, the reference, access to learning resources in the learners' portable computer tablets.
2. Monitor the utilization of the portable computer tablets.
3. Conduct data gathering and reporting of observations, feedback, and findings on the use of portable computer tablets to the School Head.
4. Coordinate with the School Property Custodian in the distribution and retrieval of portable computer tablets. Retrieval is scheduled at the end of every semester.

3. Parents and Learners

a. LEARNERS

1. Intent

- i. Use the portable computer tablets STRICTLY for learning purposes only.
- ii. Attend the orientation on the proper care and use of the portable computer tablets.
- i. Use the portable computer tablet to access learning resources (PIVOT 4A SLMs, ADM Materials, DepEd Commons, etc.).
- ii. Use the portable computer tablets to communicate with their teachers and classmates on academic-related concerns only.
- iii. Regularly update the class adviser on the condition of the portable computer tablet.
- iv. Return the portable computer tablets at the end of every semester.

2. Proper Care

- i. Do not leave your portable computer tablet under direct sunlight.
- ii. Always carry it in a case to provide extra protection.
- iii. Do not use pointed or rough objects when navigating to protect your display screen.
- iv. Do not use the portable computer tablet while charging.
- v. Do not spill liquids onto your device.
- vi. Do not wrap the cables around the device when storing it.
- vii. Place tablets in the charging tray every time you are charging.
- viii. Avoid putting stickers/decals on any part of the issued device and its accessories.
- ix. Charge portable computer tablet with 220 volts.
- x. Clean portable computer tablets with a soft cloth slightly moistened with water only
- xi. Do not alter or change the installed wallpaper of the portable computer tablet.

B. Parents

1. Attend the orientation on the proper care and use of the portable computer tablets.
2. Receive the portable computer tablets from the class adviser and the school property custodian. Sign the Property Acceptance Form.
3. Accept liability for any loss or damage while the device is in their custody if determined that there was negligence on their part.
4. Return the device and its accessories to the school property custodian at the end of the semester. The device is for borrowing purposes only and not be issued permanently to the learner.
5. Regularly update the class adviser on the condition of the portable computer tablets.

VI. Limitations on the Utilization of the Learner's Portable Computer Tablet

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and illegal in any media platform.
2. **Illegal Activities** – Using the portable computer tablets and its internet services for any illegal activity or that violate the DepEd Order No. 95, s. 2010, OUA and Memo No. 00-0420-0029 April 8, 2020.
3. **Plagiarism** – Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). Internet sources used in a learner's work must be cited e.g. the author, publisher, and website address.
4. **Non-School Related Uses** – Using the portable computer tablets and its internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes, and for any other personal use.
5. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school's computers and internet services, including, but not limited to, hacking activities, spamming, fraud, and creation/uploading of computer viruses.
6. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission.

VII. References

DepEd Order No. 95 s. S 2020
OUA Memo No. 00-00420-0029 April 8, 2020
OUA Memo 00-00620-0030

VIII. Effectivity

These guidelines shall take effect immediately upon issuance.