



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

February 13, 2023

DIVISION MEMORANDUM
CID No. 19 s. 2023

**GUIDELINES ON THE DISTRIBUTION AND UTILIZATION OF RO-PROCURED
EDUCATIONAL TABLETS**

**TO: OIC-Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Cluster Heads
Lourdes Pama and San Rafael School Heads**
This Division

1. Pursuant to DO 24 s. 2022 titled Adoption of the Basic Education Plan 2030, the Regional Office through the Curriculum Learning Management Division-Learning Resource Management Section (CLMD-LRMS), procured android tablets to help teachers improve the delivery of quality basic education by providing a 21st century learning environment especially in the far-flung schools of the region.
2. These android tablets will be distributed to all the pupils of Lourdes Pama and San Rafael Elementary Schools.
3. The ceremonial distribution and orientation will be on February 16, 2023, 7:30AM at Lourdes Pama Elementary School and 10:00AM at San Rafael Elementary School.
4. The *Guidelines on the Distribution, Utilization, Safekeeping, and Monitoring* of the above-mentioned equipment, *Memorandum of Agreement template*, and the *Allocation List* are attached for your reference.
5. For information and wide dissemination.

MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent

For and in the absence of the SDS:

a. l. b
ARLENE ROSA G. ARQUIZA
Chief ES-CID *ra*

Encl: As stated
Reference: OUA MEMO 00-0720-0063
Allotment: none
To be included in the perpetual index under
LEARNING RESOURCES LEARNING DEVICES GUIDELINES MEMORANDUM OF AGREEMENT

IPL/CID/DM/GUIDELINES ON THE DISTRIBUTION AND UTILIZATION OF RO-PROCURED EDUCATIONAL TABLETS/___/
February 13, 2023



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GUIDELINES ON THE DISTRIBUTION, UTILIZATION, SAFEKEEPING, AND MONITORING OF REGION-PROCURED EDUCATIONAL HUAWEI ANDROID TABLET

Schools are enjoined to strictly adhere to the following guidelines:

1. Android tablets will be endorsed by the Region to the School head and School Supply Officer in-Charge;
2. The recipients of the android tablets are the learners of San Rafael and Lourdes Pama Elementary Schools;
3. The school shall ensure that all classrooms are secured and has safe storage area for the gadgets;
4. The school shall ensure that all tablets is properly accounted and documented by the Supply Officer in-Charge in partnership with the class advisers;
5. The school shall only allow teachers to download educational videos and additional learning materials appropriate for learners;
6. The school shall be responsible for the safekeeping and maintenance of the gadgets, and accountable of any damages and losses;
7. School ICT and LR Coordinators in collaboration with the class adviser shall conduct regular monitoring on the utilization of tablets, and gather feedback/issues/concerns relative to its use thru the herein attached link, <https://bit.ly/RO-ProcuredTabletReport> every last Friday of the month;
8. The SDO through the LRMS shall provide feedback to the field as to the result of the monitoring and evaluation as basis for ways forward.



MEMORANDUM OF AGREEMENT

This Agreement is made and entered into this ____ day of February, 2023 at Tacurong City, Philippines, by and between:

The <Name of School>, represented by its School Head, <Name of School Head> herein referred to as “**First Party**”;

-and-

<Name of recipient>, a pupil of <Name of School> and a beneficiary of Huawei Android Tablet represented in this agreement by his/her parent/guardian, <Name of parent/guardian>, of legal age, hereinafter referred to as the “**Second Party**”;

WITNESSETH that:

WHEREAS, the Department of Education (DepEd) is the executive department of the Philippine government responsible for ensuring access to, promoting equity in, and improving the quality of basic education;

WHEREAS, the department’s delivery of quality education has been severely affected by the coronavirus (COVID-19) pandemic resulting to learning losses;

WHEREAS, the Schools Division Office of Tacurong City believes that one way of coping learning losses is to provide support to curriculum thru provision of tablets to the last mile schools to ensure continuity of quality basic education;

WHEREAS, learners are responsible to uphold the academic integrity of the school, to exert utmost endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;

WHEREAS, both parties have clear understanding that the school will lend the tablet to the learner-recipient for his/her learning on a condition that it will only be used inside the school premises;

WHEREAS, both parties are aware that the gadgets already have digitized learning materials thus, downloading of videos and additional learning materials is only allowed provided it will be used to supplement the learning materials available in the school;

NOW THEREFORE, for and in consideration of the foregoing premises and the terms and conditions herein set forth, the parties hereby agree as follows:

Pursuant to OUA MEMO 00-0720-0063, parties have the following responsibilities:

I. General Responsibilities:

- a. The Principal/School Head, School Property Custodian and recipients shall ensure that the devices are properly used, cared for and safeguarded from natural and human elements.
- b. The School Property Custodian in coordination with the School’s ICT Coordinator assign and place property tag at the back of the device indicating property number, issued date and description for proper identification. The tag should not be removed or tampered with by parents/guardians or learners. Removing or tampering of tags will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages incurred.



- c. The recipient learners must attend a mandatory training to be conducted by the School ICT Coordinator on the use of the unit including proper care, cleaning and storage as a pre-requisite prior to distribution.
- d. The School's Property Custodian and ICT Coordinator shall employ preventive maintenance of the gadgets on a regular basis to help prevent damages.

The First Party:

- 1. Shall ensure that all classrooms are secured and has safe storage area for the gadgets;
- 2. Shall ensure that all tablets are properly accounted for and documented through the Supply Officer in-Charge; and
- 3. Shall only allow teachers to download educational videos and additional learning materials appropriate for learners.

The Second Party:

- 1. Shall ensure proper handling and care in using the tablet; and
- 2. Shall report immediately to the adviser any issue and/or problem encountered while using the tablet.

EFFECTIVITY OF AGREEMENT

This Memorandum of Agreement shall take effect upon signing hereto by the parties this ____ day of _____ at _____.

By: _____
School Head

Parent of the Recipient

Signed in the presence of:

