



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

December 20, 2023

DIVISION MEMORANDUM
CID No. **163** s. 2023

**INSPECTION, TURN-OVER, AND DISTRIBUTION OF REGION-PROCURED
EDUCATIONAL TABLETS**

TO: OIC-Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Elementary and Secondary School Heads
All others concerned

1. Pursuant to Region Memo CLMD No. 2023-461, the following school heads and personnel are advised to be at the **Schools Division Office of Sultan Kudarat, Brgy. Kenram, Isulan, Sultan Kudarat** on **December 26, 2023**, at **8:00 a.m.** for the **Inspection, Turn-Over, and Distribution of Region-Procured Educational Tablets**.

Name of Personnel/ School Head	Designation	Office/ School
Ivy P. Lamintao	EPS-LRMS	CID-LRMS
Leonora R. Po	PDO II	CID-LRMS
Delia P. Eliarda	Librarian II	CID-LRMS
Vivien O. Lima	AO IV-Supply	Supply Office
Michelle M. Dorado	Admin Officer II	EPBMES-BEAM
Romulo C. Ventura, Jr.	MT II	RMES-BEAM
Regina O. Baron	Principal I	CPVES
Max Michael L. Padillo	Principal I	LMES
Rodolfo M. Agon	Principal I	VPDES

2. Identified recipient schools are advised to bring their vehicle for the delivery of the educational tablets from the SDO SK to their respective stations.
3. LRMS personnel shall visit the school for the uploading of digitized learning resources (LRs) to the tablets provided those were already set up by the school before the scheduled uploading indicated in the table below.

School	Schedule of Uploading
Elisa P. Bernardo MES-BEAM	January 9-10, 2023
Rajah Muda ES-BEAM	January 11-12, 2023
Lancheta Magallon ES	January 22-23, 2023
Casilda P. Venus ES	January 24-25, 2023
Victorina P. Dasmaringas ES	January 29-30, 2023



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4. Involved in the uploading of digitized LRs are the School ICT Coor, LR Coor, Administrative Officer II, and School Head.
5. The *Guidelines on the Distribution, Utilization, Safekeeping, and Monitoring of the Region-Procured Educational Tablets*, and *Memorandum of Agreement* template are attached for your reference for the conduct of school orientation.
6. Meals, snacks, and travelling expenses of participants relative to the conduct of the activity including delivery of the items shall be charged to downloaded FLO funds subject to usual accounting and auditing rules and regulations.
7. Works that fall within summer vacation, Saturdays, Sundays, and holidays are entitled to Compensatory Time Off (CTO) or Service Credits whichever is applicable for the employee per CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003, titled "Updated Guidelines in the Grant of Vacation Service Credits to Teachers."
8. Immediate and wide dissemination of this Memorandum is desired.


GISELO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosure: As stated
Reference: RM CLMD 2023-461
Allotment: Flexible Learning Option
To be indicated in the Perpetual Index of the following subjects:
INSPECTION TURN-OVER DISTRIBUTION EDUCATIONAL TABLETS

ISPL/CID/DM/INSPECTION, TURN-OVER, AND DISTRIBUTION OF REGION-PROCURED EDUCATIONAL TABLETS/___/DECEMBER 20, 2023



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Enclosure 1 to Division Memorandum CID No. ____, s. 2023

**GUIDELINES ON THE DISTRIBUTION, UTILIZATION, SAFEKEEPING, AND
MONITORING OF REGION-PROCURED EDUCATIONAL TABLETS**

Schools are enjoined to strictly adhere to the following guidelines:

1. Educational tablets will be endorsed by the Region to the School head and School Supply Officer in-Charge;
2. The recipients of the educational tablets are the learners of Elisa P. Bernardo MES-BEAM, Rajah Muda ES-BEAM, Lancheta Magallon ES, Casilda P. Venus ES, and Victorina P. Dasmaringas ES;
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 school property custodian in partnership with the class advisers;
5. The School Head shall conduct orientation on the use of the unit including proper care, cleaning, and storage as a pre-requisite prior to the distribution.
6. The school shall only allow teachers to download educational videos and additional learning materials appropriate for learners;
7. The school shall be responsible for the safekeeping and maintenance of the gadgets, and accountable of any damages;
8. The school shall be held accountable in case of loss due to negligence and shall replace the unit/s with equivalent specifications;
9. 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;
10. 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.



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Enclosure 2 to Division Memorandum CID No. ____, s. 2023

MEMORANDUM OF AGREEMENT

This Agreement is made and entered into this ____ day of _____ in 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 Educational 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 are only for learning purposes thus, downloading of games and browsing of unnecessary contents are strictly prohibited;

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



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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.
 - c. The recipient learners must attend a mandatory orientation 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 school property custodian; 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.



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EFFECTIVITY OF AGREEMENT

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

By: _____
School Head

Parent/Guardian of the Recipient

Signed in the presence of:



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