

Republic of the Philippines

Department of Education REGION VII - CENTRAL VISAYAS SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 964 , s. 2022

8 NOV 2021

REITERATION OF THE GUIDELINES ON THE USE OF DESKTOP COMPUTERS, LAPTOPS, TABLET PCs, AND SMARTPHONES AT HOME DURING THE COVID – 19 PANDEMIC

To: Assistant Schools Division Superintendents Chiefs, CID and SGOD Education Program Supervisors Public Schools District Supervisors/ DICs Elementary and Secondary School Heads District ICT Coordinators All Others Concerned

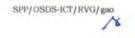
- OUA Memorandum 00-0420-0029, dated April 8, 2020, authorizes the School Heads to release DCP Desktop Computers (standalone only), Laptops, Tablet PCs and Smartphones to teachers to be used in attending and conducting online trainings and classes during the COVID-19 pandemic subject to the following guidelines:
 - A. The Principals/ School Heads shall ensure that the devices which are government property are **properly used**, **cared for**, **safeguarded** from natural and human elements and recorded (thru ICS) upon turnover to teachers;
 - B. Teachers can bring home the said devices to enable them to attend online training courses and conduct online classes for their students using tools such as DepEd Commons, LR Portal and other websites during situations when face-to-face instruction is no longer possible due to quarantine restrictions brought by the COVID 19 pandemic;
 - C. The teacher is liable for any losses or damages while the device is in their custody if it is determined that there was negligence on the part of the teacher;



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644 Email Address: negros.oriental@deped.gov.ph

- D. Teachers are required to return the said device upon resumption of regular/ full face-to-face classes.
- 2. Widest dissemination and strict compliance of this Memorandum is desired.

SENEN PRISCILLO P. PAULIN, CESO V Schools Division Superintendent





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

Office of the Regional Director

No. 0220 , s. 2020

REGIONAL MEMORANDUM

GUIDELINES ON THE USE OF DESKTOP COMPUTERS, LAPTOPS, TABLET PCS, AND SMARTPHONES AT HOME DURING THE COVID-19 PANDEMIC

TO

: ALL SCHOOLS DIVISION SUPERINTENDENTS

1. This is to disseminate **DepEd Memorandum No. 00-0420-0029** from the Office of the Undersecretary for Administration setting guidelines on the use of desktop computers, laptops, tablet PCs, smartphones at home during the Covid-19 pandemic.

2. Immediate and wide dissemination of this memorandum is desired.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V Director III OIC-Regional Director

ST.I/CAE/ICTU/JPJ



Address: Dofia M. Gaisano St., Sudion, Lahug, Cebu City Telephone Nos.: (032) 231:1433; (032) 414-7399 Email Address: region7@deped.gov.ph APR 29 202D





Republika ng Dilipinas

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Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0420-0029 MEMORANDUM 08 April 2020

For : Regional Directors Schools Division/City Superintendents Heads, Public Elementary and Secondary Schools All Others Concerned

Subject : GUIDELINES ON THE USE OF DESKTOP COMPUTERS, LAPTOPS, TABLET PCS, AND SMARTPHONES AT HOME DURING THE COVID-19 PANDEMIC

This Memorandum authorizes school heads to release Desktop Computers. Laptops, Tablet PCs, and Smartphones to teachers for use in the conduct of online trainings and online classes during the COVID-19 pandemic subject to the following guidelines:

- 1. The principals/school heads (SHs) shall ensure that the devices which are government property are properly used, cared for, safeguarded from natural and human elements, and recorded upon turn-over to teachers:
- 2. Teachers can bring home the said devices to enable them to attend online training courses and conduct online classes for their students using tools such as the DepEd Commons, LR Portal, and other websites during situations when face-to-face instruction is no longer possible due to quarantine restrictions brought about by the COVID-19 pandemic.
- 3. The teacher is liable for any losses or damages while the device is in their custody if it is determined that there was negligence on the part of teacher.
- Teachers are required to return the said devices upon the resumption regular classes.



Office of the Undersecretary for Administration (OUA)

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Pareau of Leinner Support Services (IUSS), Baywo Teachers' Comp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City Rm 519, Mabini Bldg: Mobile: +639260320762; Tel: +63286337203, +63286376207 Email: usec.admin/adeped.gov.ph; Facebook/Twitter/adepedtayo For your guidance and strict compliance. Thank you

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ALAIN DELAB. PASC Undersecretary

