



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 2022

**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

1. **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;



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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.

M. Paulin
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
11/1/22



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

Office of the Regional Director

APR 29 2020

REGIONAL MEMORANDUM

No. **0220**, s. 2020

**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

STJ/CAR/ICTU/JRJ



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OVA 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 the teacher.
4. Teachers are required to return the said devices upon the resumption of regular classes.



Office of the Undersecretary for Administration (OVA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))

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5. For your guidance and strict compliance. Thank you


ALAIN DEL B. PASCUA
Undersecretary



QUADRO-0420 00 20
To authorize all the signatures
Please refer to the QR Code

