



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

August 6, 2020

DIVISION MEMORANDUM
No. 193, s. 2020

DEPED REMINDS TEACHERS - "NO NEED TO BUY GADGETS"

To: CID and SGOD Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. As per Department of Education Press Release dated August 4, 2020 from the Office of the Undersecretary for Administration reminded and clarified that despite the availability of online learning as a teaching mode this coming school year, there is no urgent need to buy laptops or computers for teachers and students alike. However, DepEd recognizes the importance of having the right equipment for the task at hand, and is striving to immediately provide Public School Teachers with laptops and other equipment.
2. The Office of the Undersecretary for Administration (OUA) has released a Memorandum allowing School Heads to release/lend equipment to its teachers. OUA Memo 00-0420-0029 provided guidelines enabling Public School teachers to borrow IT equipment such as Desktop Computers, laptops, Tablet PCs, and Smartphones from their schools for use during the pandemic and in preparation for SY 2020-2021.
3. Similarly, a set of guidelines was also prescribed for select learners who wish to borrow equipment from the school through OUA Memo 00-0720-0063, subject to the approval of the School Head. The Learner Enrollment and Survey Form (LESF) will be the primary basis for identifying learners who may borrow devices, with priority given for learners with disabilities.
4. For information, guidance and compliance.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

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Republika ng Pilipinas
Kagabaran ng Edukasyon
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PRESS RELEASE
04 August 2020

DEPED REMINDS TEACHERS -- "NO NEED TO BUY GADGETS"

Despite the shift towards other alternative learning delivery modes, the Department of Education (DepEd) reminded teachers that there is no urgent need to buy laptops or computers.

Undersecretary Alain Pascua clarified that despite the availability of online learning as a teaching mode this coming School Year, there is no urgent need for laptops for teachers and students alike.

"The beauty of our approach is that we have options available for everyone. *Hindi lamang para sa may laptop, o may cellphone ang bagong school year,*" Pascua said.

DepEd, however, recognizes the importance of having the right equipment for the task at hand, and is striving to immediately provide Public School Teachers with laptops and other equipment.

As early as April, the Office of the Undersecretary for Administration (OUA) has released a Memorandum allowing School Heads to release/lend equipment to its teachers. OUA Memo 00-0420-0029 (copy attached) provided guidelines enabling Public School teachers to borrow IT Equipment such as Desktop Computers, Laptops, Tablet PCs, and Smartphones from their schools for use during the pandemic and in preparation for SY 2020-2021.

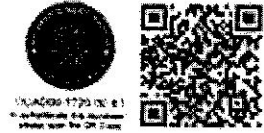
Similarly, a set of guidelines was also prescribed for select learners who wish to borrow equipment from the school through OUA Memo 00-0720-0063, subject to the approval of the School Head. The Learner Enrollment and Survey Form (LESF) will be the primary basis for identifying learners who may borrow devices, with priority given for learners with disabilities.

Under the Digital Rise Program, Pascua added that it is DepEd is moving towards the direction of providing all schools with the appropriate IT equipment, including providing laptops for all public school teachers.

"How can we expect Teachers to teach our learners about technology, when they do not have the right equipment to do so? We are now trying to fast track our Digital Rise Program, in line with the President's direction to move towards online and digital learning," he added.



Office of the Undersecretary for Administration (OUA)
(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0720-0063

MEMORANDUM

17 July 2020

**For: Regional Directors
Schools Division / City Superintends
Heads, Public Elementary Schools and Secondary Schools
All Other Concerned**

**Subject: GUIDELINES ON THE USE OF DEVICES BORROWED
BY LEARNERS**

This memorandum authorizes schools to issue stand-alone desktops, laptops and tablet PCs to be borrowed by learners for temporary use in online learning subject to the following guidelines:

1. The Principals/School Heads (SHs) and the School Property Custodian shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the learner's parent/guardian using the Property Acknowledgement Receipt (if Desktop/Laptop is above P15k) and Inventory Custodian Slip (if tablet is less than P15k). (Which will be signed by the ICT Coordinator and the Parent/Guardian since the units were issued to the ICT Coordinator by the School Property Custodian).
2. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
3. In case the parent/guardian does not agree to the conditions then the Principal/School Head can choose another recipient.
4. The Learner Enrolment and Survey Form (LESF) accomplished during the enrollment shall be the primary basis in identifying the learners who can borrow DCP Devices. Learners with disability shall be given the priority over the others.



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Office of the Undersecretary for Administration (OUA)

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

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5. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the System Unit Case, Monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
6. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

For compliance and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary