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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

08 MARCH 2021

DIVISION MEMORANDUM
No. 087. s. 2021

**DIVISION ORIENTATION ON THE GUIDELINES, DISTRIBUTION,
ACCOUNTABILITY MEASURES AND UTILIZATION OF LEARNING PORTABLE
COMPUTER TABLETS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Secondary Schools
LRMDS Supervisor, PDO II, Librarian II
Division Information Technology Officer
Division OIC, Supply Officer /Property Custodian
Division Planning Officer
School ICT Coordinators, School Supply Officers
Heads, Unit/Section
All Others Concerned

1. Relative to Regional Order No. 3, s. 2021 dated March 3, 2021 issued by Region IV-A CALABARZON re: Guidelines on the Distribution, Accountability, Measures and Utilization of Learning Portable Computer Tablets to provide learners portable computer tablets considering the apparent constraints of the inadequacy of learning resources, the City Schools Division of the City of Tayabas Learning Resource Management Section will conduct Division Orientation, Installation and Distribution of Tablet Computers on March 11, 2021 at 8:00 am at Malagonlong Hall SDO Building 2, Brgy. Poto City of Tayabas.

1. The aim of the orientation is to support the continuing advocacy of the department towards the digital transformation of education, equip the students with empirical knowledge and mastery of technology and provide equal access to digital learning resources while at the same time ensure their health and safety as they continuously adapt to remote learning.

3. These guidelines stipulate the specific mechanism, accountabilities, procedures and monitoring of the distributed learning portable computer tablets.

4. Participants to this orientation are the CID and SGOD Chief, LR Team, Division ITO, Division Supply Officer, Division Planning Officer, EPS II in Charge of Soc Mob, School Heads of SHS, School Supply Officers, Grade 12 SHS Adviser, School ICT Coordinators and Department Head ICT Coordinators. Enclosed herewith are the List of Participants.

5. Kindly bring broadband router (Globe) for the installation of learners account if available.



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



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<https://depedtayabas.com/>

Enclosure 1:

List of Participants

School/Office	Name of Teacher	Designation
	1. Aniano M. Ogayon, CESO V	Schools Division Superintendent
SDO Tayabas	2. Imelda C. Raymundo	CID- Chief
	3. Edwin R. Rodriguez	SGOD- Chief
	4. Generosa F. Zubieta	EPS-LRMDS
	5. Ermelo A. Escobinas	PDO II
	6. Edna E. Eclavea	Librarian II
	7. Kendrick Cabriga	ITO
	8. Maria Elizabeth Pastrana	OIC, Supply Officer
	9. Marife Lagar	Planning Officer II
	10. Joanne Kathleen T. Brizuela	EPs II
Buenaventura Alandy National High School	1. Mary Grace Cabile	Principal 1
	2. Edmar Rada	ICT Coordinator
	3. Neil Elaine Arriola	Supply Officer
	4. Wareen Cablaida	Teacher II
	5. Jezreel Valdeavilla	Teacher II
	6. Shierley Olar	Teacher II
	7. Wensore Cambia	Teacher II
	8. Ronaldo Navajas	Teacher II
	9. Michael Banez	Teacher II
	10. Joanna Marie Javier	Teacher III
	11. Virgilio Jao	Master Teacher I
	12. Joel De La Cruz	Master Teacher I
	13. Maria Paula Talavera	Teacher I
	14. Rachell Durante	Teacher I
	15. Monina Grace Villa	Teacher II
Luis Palad Integrated High School	1. Dr. Gener C. De los Reyes	Principal IV
	2. Maricel Abella	Asst School Principal/ SHS Coordinator
	2. Maria Concencion Moreno	Supply Officer
	3. Marlon Villa	School ICT Coordinator
	4. Rona Elarco	Teacher III
	5. Leila Jardin	Teacher III
	6. Laarni Lachica	Master Teacher I
	7. Aileen Panganiban	Teacher III
	8. Djacver Earnest Lim	Teacher III
	9. Maria Cecilia Pagana	Teacher II
	10. Babylyn Melendres	Teacher I
	11. Joel Bregondo Jr.	Teacher I
	12. Joe Victoria Daelo	Teacher II
	13. Charlene Javin	Teacher I
	14. Niel Orven Talavera	Teacher 1

6. A turnover activity shall be followed the conduct of orientation and the provision of technical assistance on the installation of the resources for the tablet computer.
7. For relevant inquiries, you may contact the following:
- a) GENEROSA F. ZUBIETA, EPS-LRMDS at 09173170347/09294564361 or email (generosa.zubieta@deped.gov.ph)
 - b) KENDRICK CABRIGA, Division ITO email (kendrick.cabriga@deped.gov.ph)
 - c) MARIA ELIZABETH PASTRANA- OIC Supply Officer at 09670061633 email (maelizabeth.pastrana@deped.gov.ph)
 - d) ERMELO A. ESCOBINAS – PDO II at 09236176422 email (ermelo.escobinas@deped.gov.ph)
 - e) EDNA E. ECLAVEA – Librarian II email (edna.eclavea@deped.gov.ph)
 - f) MARIFE R. LAGAR – Planning Officer II 09173180772 email (marife.lagar@deped.gov.ph)
8. Attached is the RO No. 3, s. 2021 dated March 3, 2021 Guidelines on the Distribution, Accountability Measures and Utilization of Learning Portable Computer tablets for your perusal and the list of participants for the orientation.
9. Immediate dissemination of and strict compliance of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. Potol, Tayabas City



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	15. Kimberly Linsasagin	Teacher 1
	16. Anvi Melendres	Teacher II
	17. Jojo Oabel	SHS ICT Coordinator
	18. Arlene Oabel	Teacher III
	19. Tesalonica Abesamis	Teacher III
	20. Mary Grace Tribunsay	Teacher I
	21. Reymann Kristian F. Zubieta	Teacher I
	23. Renilda Javal	Teacher I
	24. Lani Naynes	Teacher II
	25. Abbegail Vitto	Teacher I
	26. Lesli Joy Oabel	Teacher I
West Palale National High School	1. Evelyn Palambiano	Principal I
	2. Johncent Roy Tibordo	SHS Coordinator/Supply Officer
	3. Montano Agudilla Jr.	Teacher I
	4. Jeric Mirandilla	Teacher I/ ICT Coordinator



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL




3 March 2021

Regional Order

**GUIDELINES ON THE DISTRIBUTION, ACCOUNTABILITY MEASURES AND
UTILIZATION OF LEARNING PORTABLE COMPUTER TABLETS**

To **Schools Division Superintendents**

1. DepEd Region IV-A CALABARZON issues the enclosed **Guidelines on the Distribution, Accountability Measures and Utilization of Learning Portable computer tablets** to provide learners portable computer tablets considering the apparent constraints of the inadequacy of learning resources.
2. It aims to support the continuing advocacy of the department towards the digital transformation of education, equip the students with empirical knowledge and mastery of technology, and provide equal access to digital learning resources while at the same time ensure their health and safety as they continuously adapt to remote learning.
3. These guidelines stipulate the specific mechanisms, accountabilities, procedures and monitoring of the distributed learning portable computer tablets.
4. This Order shall take effect immediately upon issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.


WILFREDO E. CABRAL
Regional Director

Encl:

As stated

References:

DepEd Order No. 95 s. S 2020
OUA Memo No. 00-00420-0029 April 8, 2020
OUA Memo 00-00620-0030 July 8, 2020



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Document Inquiry : <https://r4a-teadoc.com/inquire>
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Enclosure to Regional Order No. _____

GUIDELINES ON THE DISTRIBUTION, ACCOUNTABILITY MEASURES AND UTILIZATION OF LEARNING PORTABLE COMPUTER TABLETS

I. Rationale

The academic success of students is highly predicated on their access to important educational resources. Considering the apparent constraints of the inadequacy of learning resources and in view of the current health crisis brought by the pandemic, DepEd CALABARZON shall provide its learners portable computer tablets starting this second semester, School Year 2020- 2021. Such action is meant to support the continuing advocacy of the department towards the digital transformation of education, equip the students with empirical knowledge and mastery of technology, and provide equal access to digital learning resources while at the same time ensuring their health and safety as they continuously adapt to remote learning.

In view of the above, this order is issued for the information and guidance of all concerned.

II. Scope

These guidelines and terms of references are intended to provide direction on the distribution, maximum utilization, and appropriate management of the issued portable computer tablets.

III. Policy Statement

The DepEd Region IV-A CALABARZON having an oversight authority hereby provides these guidelines on the distribution, accountability measures and utilization of learning portable computer tablets to ensure that the distributed tablets will be used prudently for the learners to acquire maximum learning.

IV. Definition of Terms

1. **Accountability Measures.** This refers to the performance of the stated responsibilities/accountabilities of the personnel from Schools Division Offices, Schools, Parents and Learners relative to the care and use of the issued tablets.
2. **Distribution.** This refers to the process of the identification and issuance of the tablets to identified learners.
3. **Learning Portable computer tablet.** This refers to the portable computer tablets procured by the regional office, SDOs, LGUs, NGOs and other stakeholders to be issued to learners.
4. **Utilization.** This refers to the maximum use of issued portable computer tablets in adherence to the stated guidelines.

V. RESPONSIBILITIES AND ACCOUNTABILITIES OF CONCERNED OFFICES**A. Delivery Processes****1. Schools Division Office**

- a. Accept the portable computer tablets from the supplier
- b. Conduct inspection as to the quantity.
- c. Distribute the portable computer tablets to the recipient schools, after the inspection by Regional Office
- d. Issue the inventory custodian slip (ISC) to the School Principal or School Head.

2. Supplier

- a. Ensure that the delivery receipts are duly received by the supply officer/property custodian or representative.
- b. Request for the conduct of inspection by the Regional Office

3. Regional Office

- a. Conduct inspection by the Inspectorate Team.
- b. Submit inspection report to Asset Management Section

B. Distribution Processes**1. Schools Division Office****a. School Division Superintendent**

- 1. Acknowledge the property transfer report/deed of donation/ Memorandum of Agreement/ Understanding (whichever is applicable).
- 2. Submit the list of identified school recipients.

b. Schools Division Supply Officer/Property Custodian

- 1. Inspect and receive the portable computer tablets.
- 2. Distribute the portable computer tablets to the identified schools.
- 3. Furnish a copy of Property Transfer Report (PTR) to the Accounting Unit to facilitate recording in the books.

c. CID Learning Resource Supervisor, Project Development Officer II, and Librarian

- 1. Conduct orientation to education officials, teachers on the guidelines, terms of reference, access to learning resources, and use of portable computer tablets.
- 2. Upload/store and update quality assured learning resources in the learners' portable computer tablets.
- 3. Prepare and submit to the Curriculum Learning and Management Division the list of uploaded learning resources that are stored in the learners' portable computer tablets.
- 4. Coordinate with subject area supervisors and the Information Technology Officer in the installation of assessment tools.

5. Spearhead data gathering and reporting of observations, feedback, and findings on the use of portable computer tablets to the Regional Office.

d. Information Technology Officer (ITO)

1. Coordinate with the Division Learning Resource Supervisor regarding the assessment software to be installed.
2. Provide technical assistance and elevate the problem to the Regional Office pertaining to the hardware and software defect.

2. Schools

a. School Head

1. Acknowledge the property transfer report from the Schools Division Office.
2. Consolidate report of observations, feedback, and findings on the use of portable computer tablets submitted to the Schools Division Office, specifically to the LR Supervisor. Furnish a copy to the division property custodian.

b. School Property Custodian

1. Inspect and receive the portable computer tablet from the Schools Division Office.
2. Distribute and retrieve the portable computer tablet in coordination with the class adviser. Retrieval is scheduled at the end of every semester.
3. Monthly monitoring of the portable computer tablets thru the class adviser.
4. Consolidate the report of portable computer tablet in school.

c. Teachers

1. Conduct orientation to parents and learners on the guidelines, the reference, access to learning resources in the learners' portable computer tablets.
 2. Monitor the utilization of the portable computer tablets.
 3. Conduct data gathering and reporting of observations, feedback, and findings on the use of portable computer tablets to the School Head.
 4. Coordinate with the School Property Custodian in the distribution and retrieval of portable computer tablets. Retrieval is scheduled at the end of every semester.
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3. Parents and Learners

a. LEARNERS

1. Intent

- i. Use the portable computer tablets STRICTLY for learning purposes only.
- ii. Attend the orientation on the proper care and use of the portable computer tablets.
- i. Use the portable computer tablet to access learning resources (PIVOT 4A SLMs, ADM Materials, DepEd Commons, etc.).
- ii. Use the portable computer tablets to communicate with their teachers and classmates on academic-related concerns only.
- iii. Regularly update the class adviser on the condition of the portable computer tablet.
- iv. Return the portable computer tablets at the end of every semester.

2. Proper Care

- i. Do not leave your portable computer tablet under direct sunlight.
- ii. Always carry it in a case to provide extra protection.
- iii. Do not use pointed or rough objects when navigating to protect your display screen.
- iv. Do not use the portable computer tablet while charging.
- v. Do not spill liquids onto your device.
- vi. Do not wrap the cables around the device when storing it.
- vii. Place tablets in the charging tray every time you are charging.
- viii. Avoid putting stickers/decals on any part of the issued device and its accessories.
- ix. Charge portable computer tablet with 220 volts.
- x. Clean portable computer tablets with a soft cloth slightly moistened with water only
- xi. Do not alter or change the installed wallpaper of the portable computer tablet.

B. Parents

- 1. Attend the orientation on the proper care and use of the portable computer tablets.
- 2. Receive the portable computer tablets from the class adviser and the school property custodian. Sign the Property Acceptance Form.
- 3. Accept liability for any loss or damage while the device is in their custody if determined that there was negligence on their part.
- 4. Return the device and its accessories to the school property custodian at the end of the semester. The device is for borrowing purposes only and not be issued permanently to the learner.
- 5. Regularly update the class adviser on the condition of the portable computer tablets.

VI. Limitations on the Utilization of the Learner's Portable Computer Tablet

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and illegal in any media platform.
2. **Illegal Activities** – Using the portable computer tablets and its internet services for any illegal activity or that violate the DepEd Order No. 95, s. 2010, OUA and Memo No. 00-0420-0029 April 8, 2020.
3. **Plagiarism** – Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). Internet sources used in a learner's work must be cited e.g. the author, publisher, and website address.
4. **Non-School Related Uses** – Using the portable computer tablets and its internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes, and for any other personal use.
5. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school's computers and internet services, including, but not limited to, hacking activities, spamming, fraud, and creation/uploading of computer viruses.
6. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission.

VII. References

DepEd Order No. 95 s. S 2020
OUA Memo No. 00-00420-0029 April 8, 2020
OUA Memo 00-00620-0030

VIII. Effectivity

These guidelines shall take effect immediately upon issuance.