MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
All Concerned

USE OF DESKTOP COMPUTERS, LAPTOPS, TABLET PCs, AND SMARTPHONES AT HOME DURING COVID-19 COMMUNITY QUARANTINE

1. Attached is OUA Memo 00-0420-0029, Guidelines on the Use of Desktop Computers, Laptops, Tablet PCs, and Smartphones at Home During the COVID-19 Pandemic, for information and guidance.

2. Particular attention is invited to item number 3.

3. Only laptops (all batches available), tablet PCs (SHS), and desktop computers (Batch 38), shall be provided to teachers prioritizing those who do not have gadgets or devices capable of connecting to the internet and those who are living outside Marikina City.

4. The Property Acknowledgement Receipt (PAR), to be signed and issued to the teacher, should indicate the brand, model, serial number of the device, and technical specifications (refer to the delivery receipt/ProcMS).

5. Please be guided accordingly.

(Sgd.) SHERYLL T. GAYOLA
Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent
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 the
teacher.

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

Office of the Undersecretary for Administration (OUA)
Administrative Service Unit; Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (BRRM), Bureau of Learner Support
Services (BLSS), Baguio Teachers’ Camp (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@deped.gov.ph; Facebook/Twitter @depedtayo