



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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SCHOOLS DIVISION OFFICE

Marikina City
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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



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Republika ng Pilipinas

Kagawaran ng Edukasyon

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

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