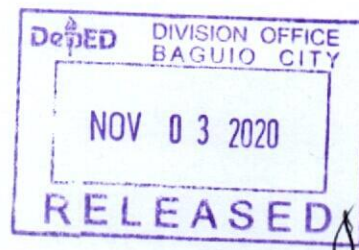




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Superintendent

October 30, 2020

Division Memorandum 404, s.2020

**GUIDELINES ON THE USE OF LGU ISSUED DESKTOP COMPUTERS, LAPTOPS, TABLETS AND OTHER ICT EQUIPMENT FOR PUBLIC SCHOOLS**

TO: School Heads (Elementary and Secondary)  
ICT Coordinators  
Property Custodians  
Teachers  
All Others Concerned

School heads, property custodians, subject teachers and ICT coordinators of recipient schools shall ensure the proper utilization of all ICT equipment acquired through the Special Education Fund and General Fund. Orientation to first time users on the use of the tablet package and other ICT equipment must be conducted per class prior to the utilization of the said devices. Please be guided on the following:

**1. Usage Rules**

- ✓ The subject teacher must orient the first-time users.
- ✓ Always keep the e-classroom (both mobile and permanent) clean.
- ✓ No eating and/or drinking while inside the e-classroom.
- ✓ To comply with copyright laws, only licensed and/or verified apps must be installed in the devices and this must be done by authorized school personnel only.
- ✓ Do not change the configuration of the devices.
- ✓ Users are prohibited to access any inappropriate sites and prohibited apps.
- ✓ Users must logout from their DepEd issued learner's accounts after use.

**2. Accountability**

**2.1 Within the designated space for learning.**

- ✓ The subject teacher in charge of the class using the equipment should inform the ICT Coordinator in case of equipment malfunction.
- ✓ The ICT coordinator must ensure that all devices are turned off and electrical power unplugged before leaving the school.
- ✓ The subject teacher in charge of the class using the tablets, desktops and other ICT equipment shall take full responsibility in taking care of the devices. Any equipment



lost or stolen shall be replaced with equipment of the same or higher specification.

- ✓ Cost of repair for damaged equipment during normal use will be shouldered by the school, chargeable to the school's Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
- ✓ Damage to equipment caused by misuse shall be the full responsibility of the individual/group if proven that there is misuse of the device.
- ✓ Defective or malfunctioning equipment within the warranty period shall be brought to the division office. The ICT Unit of the division will then coordinate with the supplier of the device for appropriate action and after sales support.

## 2.2 Outside the school and designated space for learning.

- ✓ ICT equipment borrowed must be well recorded through the issuance of Property Acknowledgement Receipt (if equipment is above P15K) and Inventory Custodian Slip (if equipment is less than P15K).
- ✓ The borrower (teacher/learner) shall take full responsibility in taking care of the devices borrowed. If the equipment is damaged whilst on the possession of the borrower outside of the e-classroom or designated space for learning within the school, all repair cost will be borne by the borrower. If the equipment is lost or stolen whilst on the possession of the borrower, he/she must replace the item with equipment of the same or higher specification.

## 3. Maintenance


- ✓ The cost of repair needed for equipment with lapsed warranty shall be shouldered by the school. If the cost of repair is found to be impractical, the school shall coordinate with the division office for disposal of the unserviceable equipment.
- ✓ Recipient school shall allot time for the ICT coordinator and authorized school personnel to implement software updates and perform necessary maintenance for the equipment and e-classroom.

## 4. Monitoring

- ✓ The school shall prepare logbook and usage schedule to track the following:
  - frequency of utilization of ICT equipment
  - applications and skills taught
  - users and borrowers

Widest dissemination of this memorandum is desired.



**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent 

10302020/OSDS/ICTU



No. 82 Military Cut-off Road, Baguio City  
074-442-4326 / 074-442-7819  
baguio.city@deped.gov.ph | www.depedpines.com  
facebook.com/DepEdTayoBaguioCity