



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

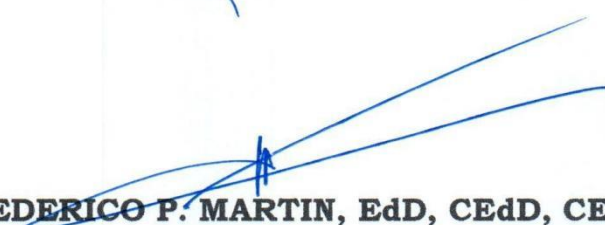
February 15, 2022

Division Memorandum
No. 047 S. 2022

GUIDELINES ON THE USE OF LGU PROCURED TABLETS FOR LEARNERS AT HOME

TO: School Heads
School ICT Coordinators
School Property Custodians
Identified Teachers/Advisers
All Others Concerned

1. The Department of Education Schools Division of Baguio City issues the enclosed **Guidelines on the use of LGU Procured Tablets for Learners at Home During the COVID-19 Pandemic** to ensure safe and effective use of tablets for learning.
2. For inquiries and clarifications, please contact Harris Dizon, Jr. at harris.dizon@deped.gov.ph. or Mary Jane Malihod at maryjane.malihod@deped.gov.ph
3. Widest dissemination of this memorandum is desired.


FEDERICO P. MARTIN, EdD, CEdd, CESO V
Schools Division Superintendent



GUIDELINES ON THE USE OF LGU PROCURED TABLETS FOR LEARNERS AT HOME DURING THE COVID-19 PANDEMIC

For safe and effective use of tablets for learning, pupils/students and parents/guardians are directed to observe the following guidelines:

1. **Tablet Use Agreement-** Tablets 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). Learners and their parents are required to sign the PAR/ICS.

The use of applications and files from the Department of Education is for the benefit of the learners, as such, learners must access and use the apps and files in safe and ethical ways. The Schools Division Office of Baguio City and the authorized personnel in the schools, reserve the right to monitor the content of the tablets issued to learners.

2. Roles and Responsibilities:

Roles	Responsibilities
Schools Division Superintendent	-Signs the ICS/PAR of tablets issued by the General Services Office (GSO)
Division Office Supply Officer	-Accepts delivery of tablets from the GSO -Signs the ICS/PAR of tablets issued by the General Services Office (GSO) -Returns signed ICS/PAR to GSO -Prepares Division Level ICS/PAR for recipient school and release tablets to school head and school property custodian
School Head/Principal	-Signs ICS/PAR issued by the Division Office Supply Officer -Signs the agreement form between the school and the parent/learner -Monitors the distribution of tablets and retrieval procedure -Coordinates with the Division on data or reports to be submitted on the implementation of the project
School Property Custodian	-Receives and secures the tablets -Prepares and issues PAR/ICS to adviser; and maintains records of issued and returned tablets -Online records can be accessed at depedpines.com/tablets



School ICT Coordinator	<ul style="list-style-type: none"> -Provides Technical Assistance to the adviser and learner -Escalates unresolved issues and concerns to the Division ICT unit -Online reporting tool can be accessed at depedpines.com/tablets
Teacher Advisers	<ul style="list-style-type: none"> -Sign the Property Acknowledgement Receipt/Inventory Custodian Slip issued -Issue agreement form to parent/learner -Release the tablet to parent/learner -Regularly update the equipment tracking database -Report issues and concerns to the School ICT Coordinator -Retrieve the tablets from the parents/learners during vacation, long breaks and whenever necessary -Online reporting tool can be accessed at depedpines.com/tablets
Parents and Learners	<ul style="list-style-type: none"> -Sign the agreement form -Parents and learners are expected to give care for the tablets in relation to cleaning, storage and security. If the tablet is lost or stolen, the parent and the learner must replace the tablet with the same or higher specification.

3. **Appearance/Personalization-** Do not personalize or alter the appearance of the tablet, this includes warranty stickers and labels. The tablet must remain unrooted and the operating system as is.
4. **Device Specifications-** Learners are not permitted to change the tablet specification or make modifications. The device warranty is void if attempts are made to change the hardware.
5. **Apps, Copyright, and Intellectual Property-** The tablet is preloaded with DepEd approved apps. Each learner must use his/her own account issued by the School ICT Coordinator. Accounts such as Microsoft O365, Google GSuite, DepEd Commons and other Learning Management System (LMS) credentials shall be secured by the learner.

Licensed apps installed in the tablet shall not be distributed or deleted without written permission from the school.

6. **Technical Support, Damage, Repair and Warranty-** If the tablet has an obvious hardware fault (screen not responsive, not charging or no power) then it should be taken to the School ICT



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
 Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Cert
 Quality Management S
 CRN RU-19.2560.0
 Issued on 12/27/20

Coordinator who will escalate the issue to the Division ICT unit. If the device is still covered by warranty, the Division ICT unit will contact the vendor for support. If warranty is lapsed, tablet will be assessed by authorized service center. If defective tablet is within economical repair, then it shall be charged to school funds, otherwise, the defective tablet will be for disposal. Damaged tablet due to negligence shall be replaced by the parent/guardian with equipment of the same or higher specification.

7. **Equipment and Loss Policy-** Parents must report stolen devices to their child's adviser within 48 hours of the incident occurring and must be accompanied by police report. If the tablet is lost, the parent/guardian must also report the incident to the adviser and with an affidavit of loss.

The teacher adviser and School Property Custodian must coordinate with the Division ICT Unit/Supply Officer to determine if the teacher adviser can be relieved from any accountability for the lost or stolen tablet. If the Division ICT Unit/Supply Officer determined that there was negligence in the part of the learner/parent/guardian, then the lost or stolen tablet must be replaced by the learner/parent/guardian with equipment of the same or higher specification.

8. **Prohibited Activities:**

- a. accessing content that is violent, sexist, pornographic, cult-related, and contents dominated by offensive language or in any way illegal
- b. downloading games and files not relevant to class activity
- c. tampering with system files of the tablet
- d. cyber bullying or e-crime



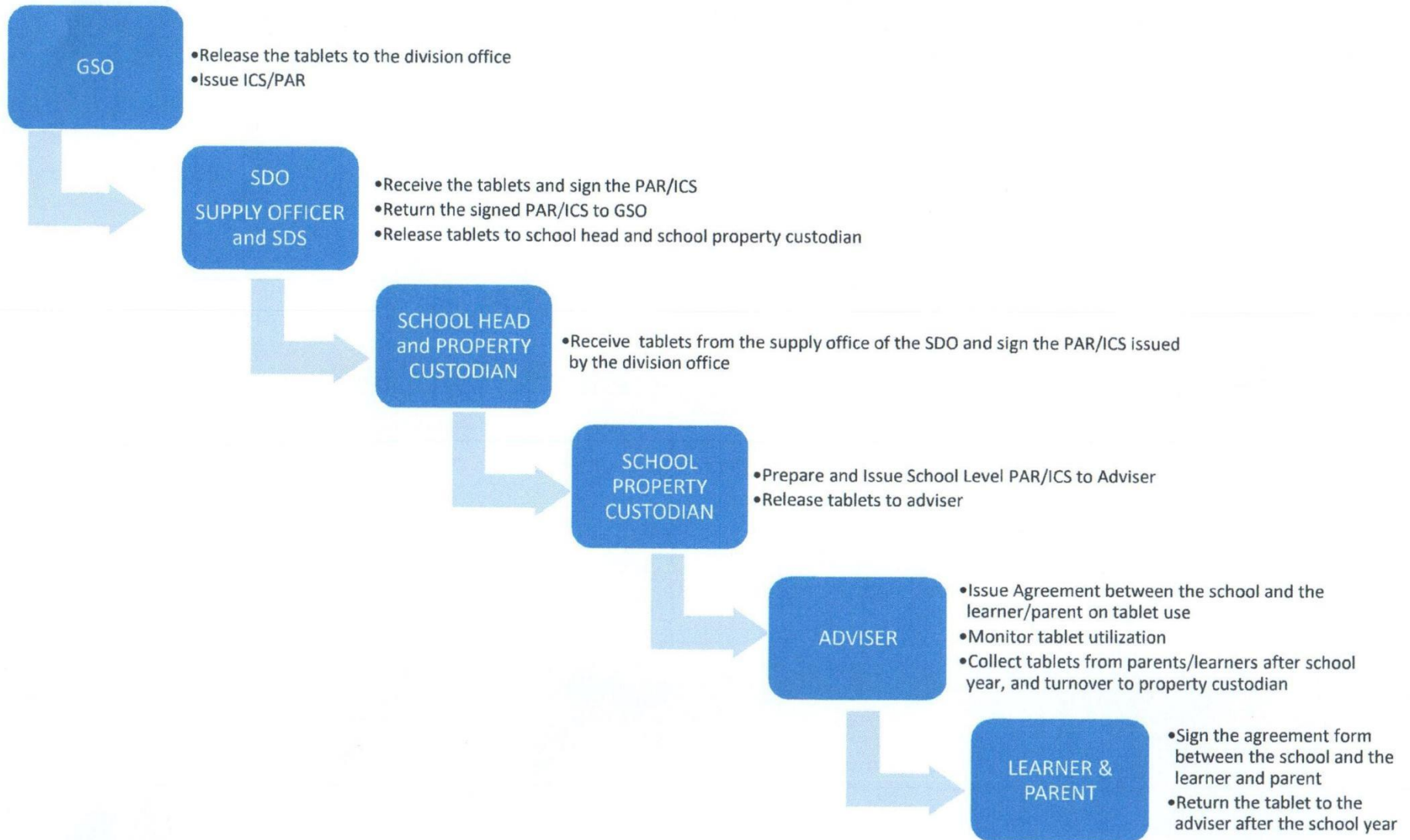
"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephonc/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com
Website: www.depdpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certi
Quality Management S
CRN RU-19.2560.0
Issued on 12/27/20

ACCOUNTABILITY FLOW



LEARNER/PARENT AGREEMENT

This agreement is made between (Pupil's/Student's Name), (Parent's/Guardian's Name), and (Name of School). The gadget/equipment referenced in this agreement, tablet and its accessories.

By signing this form, I understand that I am borrowing this tablet and its accessories.

By signing this form, I am also stating that I have read and completely understood the Guidelines and Tablet Agreement form which states that I will be responsible in case of loss or damage to this tablet while it is signed out to me and further that I will return this tablet once no longer enrolled in (Name of School). The term of this agreement shall be for the current school year only.

I also understand that if I participate in the said agreement, it is my responsibility to pick up and return the device for the (School Address) in a timely manner and that this device is intended only for the current school year.

Tablet Information:

Color: _____

Brand: _____

Property Code No: _____

Pupil/Student Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

Cellphone No.: _____

Parent/Guardian Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

Cellphone No: _____

I have read and accept the terms of the Pupil/Student/Parent/Guardian Agreement for the use of Tablet:

Name and Signature of Pupil/Student

Name and Signature of Parent/Guardian

Name of Property Custodian

Class Adviser

Principal/School Head

KASUNDUAN SA PAGITAN NG MAG-AARAL/MAGULANG AT PARALAN

Ang kasunduang ito ay sa pagitan nina (PANGALAN NG MAG-AARAL), (PANGALAN NG MAGULANG) at (PANGALAN NG TAGAPAYO) na may kaugnayan sa pagpapahiram ng *tablet at mga karagdagang gamit nito*.

Sa pamamamgitan ng paglagda sa porm na ito, nauunawaan ko na ito ay pinahihiram lamang at maibabalik sa pagtatapos ng Taon Pampaaralan 2021-2022.

Ang paglagda ko sa porm na ito ay nangangahulugang naunawaan ko at tinatanggap ang anumang alituntunin at responsibilidad na kaakibat ng aking panghihiram ng *tablet at mga karagdagang gamit nito*. Maliban dito kinakailangang isaalang-alang ko ang mga sumusunod:

- Ako at ang aking anak/inaalagaan ay may responsibilidad sa pang-araw-araw na pag-iingat at pangangalaga sa *tablet at mga karagdagang gamit nito*.
- Ako ang responsable sa pagpapaalam sa loob ng 24 oras sa anumang sira o pagkawala ng *tablet at mga karagdagang gamit nito*.
- Ako ay responsable kung ito ay mawala o masira dahil sa kapabayaang ko o ng aking anak/inaalagaan.
- Ako ay hindi malayang buksan o galawin ang anumang piyesa ng *tablet at mga karagdagang gamit nito* ng walang pahintulot ang paaralan.
- Ako ay may sapat na kaalamang ang gamit ng *tablet at mga karagdagang gamit nito* ay para lamang sa *remote learning activity* ng aking anak/inaalagaan kaya hindi pwedeng *magdownload* ng anumang aplikasyon, larawan at video na walang kinalaman sa *modular distance learning*.

Ang aking paglagda ay bukal sa aking kalooban at nangangahulugang lubos kong nauunawaan ang lahat ng nakasaad sa kasunduang ito. Naiintindihan ko na ang anumang kasunduang nakasaaad dito ay para sa ikabubuti ng aking anak o batang pinangangalagaan.

Nilagdaan ngayong ika- ____ ng ____ taon ____ sa ____ (Paaralan) ____.

Lagda

Pangalan ng Magulang/Tagapangalaga

Pangalan ng Mag-aaral

Petsa: _____

Petsa: _____

Telepono/Cellphone: _____

Telepono/Cellphone: _____

Tagapayo
Pinagtibay:

Property Custodian

PUNONG-GURO