



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

September 10, 2026

DIVISION MEMORANDUM

No. 596-2026

GUIDELINES ON THE RESPONSIBLE USE OF MOBILE PHONES AND OTHER PORTABLE ELECTRONIC DEVICES BY LEARNERS IN SCHOOLS

To: All Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teachers and Learner Formation/Discipline Officers
School Health and Nutrition Personnel
Others Concerned

1. Pursuant to DepEd Order (DO) No. 006, s. 2026 (*Ensuring a Safe and Motivating Learning Environment*) and informed by local research on smartphone dependency and cybersafety (*Filomeno et al., 2026*), this Memorandum provides guidelines for the responsible, safe, and developmentally appropriate use of mobile phones and other portable electronic devices by learners in all public schools in Baguio City.
2. Bringing mobile phones and portable electronic devices to school is permitted. However, their use during instructional periods is prohibited, except under the following conditions:
 - a. Authorized Academic Purposes: Accessing educational platforms, digital resources, or participating in authorized online collaborative activities.
 - b. Emergency Situations: Facilitating communication during disasters, medical crises, or other immediate safety concerns.
3. Devices must be switched off or placed on silent mode and safely stored during class hours following clear, school-communicated procedures. Schools shall ensure these procedures protect learner rights and security. In emergencies, school staff shall facilitate prompt communication between learners and parents/guardians.
4. Policy infractions shall be addressed through corrective, developmental interventions prioritizing due process, learner dignity, and student rights under DO No. 006, s. 2026:
 - a. First Offense: Temporary confiscation; returned to the learner at the end of the subject period with an issued Confiscation Slip.
 - b. Second Offense: Temporary confiscation; returned to the learner at the end of class hours with formal parental/guardian notification.
 - c. Third and Succeeding Offenses: Confiscation of the device and deposit with the Office of the School Head, released directly to the parent or



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guardian, documentation through the Confiscation Slip and Call Slip alongside appropriate corrective measures consistent with DepEd policy.

5. Temporary confiscation is strictly limited to the physical custody of the device. School personnel are expressly prohibited from accessing, browsing, copying, or sharing private messages, files, photos, accounts, or passwords. All Personally Identifiable Information (PII) shall remain strictly confidential.
6. School Heads are hereby directed to:
 - a. Conduct orientations for learners, teachers, and parents/guardians regarding these guidelines;
 - b. Review and align existing school handbooks, classroom rules, and agreements, ensuring no blanket prohibition on bringing devices is enforced;
 - c. Ensure strict adherence to due process, learner dignity, privacy, and protection in policy implementation; and
 - d. Complement device regulation with preventive programs on digital citizenship, online safety, and cyberbullying prevention under Learner Rights and Protection (LRP) protocols.
7. Immediate and wide dissemination of, and strict compliance with, this Memorandum is desired.


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Schools Division Superintendent 