



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0321-0239**  
**MEMORANDUM**  
 13 March 2021

**For: Regional Directors and BARMM Education Minister**  
**Schools Division Superintendents**  
**Regional and Division Youth Formation Coordinators**  
**Public School Heads**  
**School Property Custodians and ICT Coordinators**  
**Federation Supreme Student Government Presidents**  
**Teacher-Advisers**  
**All Others Concerned**

**Subject: GUIDELINES ON THE ISSUANCE AND USE OF**  
**DONATED ICT GADGETS**

The Department of Education (DepEd) will distribute empowerment and educational tools (laptops, tablets, and cellphones) from the Bureau of Customs (BOC) and Embassy of the People's Republic of China to all Federation Supreme Student Government (SSG) Presidents and Teacher-Advisers in the Division, Regional, and National level. The distribution will symbolize the Department's unwavering support for the overall upliftment of student leaders' academic and co-curricular activities. Given the effects of the pandemic, these devices shall help student leaders facilitate and actualize student-oriented projects and initiatives online. Further, these shall help them excel and succeed in their academic life despite the challenges faced in the Online Distance Learning (ODL) paradigm.

In this regard, the Department of Education (DepEd) through the Bureau of Learners Support Services-Youth Formation Division (BLSS-YFD) hereby issues the guidelines on the distribution and use of these gadgets, for the compliance of all concerned. This is in accordance with Office of the Undersecretary for Administration (OUA) Memorandum 00-0221-0197 titled *Approval of New Distribution List of Donated ICT Gadgets* dated 24 February 2021.

The following guidelines aim to put in place internal control measures that will ensure an efficient, transparent, and simplified system of processing, monitoring, and reporting on the issuance of donated ICT gadgets; and to make sure that these goods are consigned and received exclusively and entirely by the intended beneficiaries.



**Office of the Undersecretary for Administration (OUA)**  
*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))*  
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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Cordillera Administrative Region

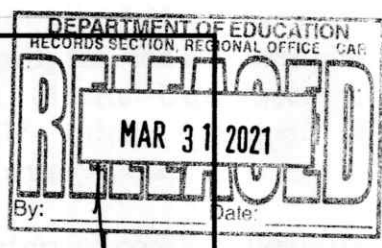
March 30, 2021

**To :** Schools Division Superintendents  
 All Division

**For information, guidance & appropriate action.**

**ESTELA L. CARIÑO EdD, CESO III**  
 Regional Director

ESSD/EHM/jbb



## **1. General Guidelines**

To ensure that the donated ICT gadgets are optimally and properly utilized in promoting the general well-being of the intended beneficiaries, the following guidelines shall be observed:

### **a. Safety and Accountability**

In compliance with **OUA MEMO 00-0720-0063** titled *Guidelines on the Use of Devices Borrowed by Learners*, the distribution and use of the donated ICT gadgets are subject to the following rules/protocols:

- i. The Principal/School Head (SH), School Property Custodian and recipients shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements. In this regard, **parents of recipient learners and School Heads are directed to sign the attached Letter of Undertaking in the presence of the ICT Coordinator and Property Custodian.** This letter shall be **duly notarized.**
- ii. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
- iii. In case the parent/guardian does not agree to the conditions, the Principal/SH may choose another recipient.
- iv. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the System Unit Case, monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
- v. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Trainings a prerequisite to borrowing a device.

**b. Recipients:** See Annex A for the Allocation List of Tablets.

### **c. Means of Verification**

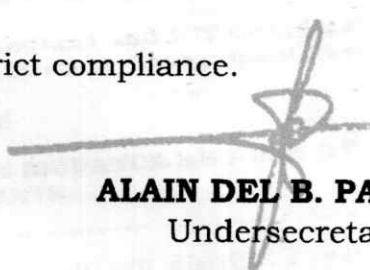
The Division Youth Formation Coordinators (YFCs) shall ensure the submission of the Means of Verification (MOVs) on the actual acceptance of the donated ICT gadgets to the BLSS-YFD.

**d. Turnover to the Next Set of Elected Officers**

The Federation SSG Presidents and Teacher-Advisers are required to return the said devices right after their term. The retrieval of these gadgets shall be facilitated by the Division YFC to ensure proper turn over to the next set of Elected Officers.

For more information, questions or concerns on this matter, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 8637 9814 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate dissemination and strict compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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