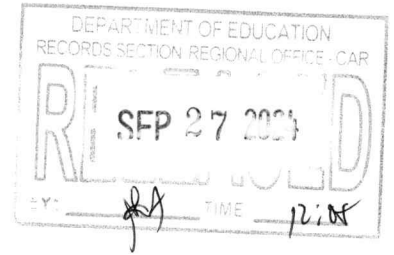




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION




26 Sept 2024

**REGIONAL MEMORANDUM**  
 No. 657.2024

**ADDENDUM IN THE GUIDELINES ON THE INSPECTION, RECEIPT, DISTRIBUTION, UTILIZATION AND MONITORING OF THE CENTRALLY PROCURED LAPTOPS AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES DELIVERED TO THE SCHOOLS DIVISION OFFICES IN 2024**

To: Assistant Regional Director  
 Schools Division Offices  
 Schools Division Superintendents  
 All Others Concerned

1. In reference to **BLR-2024-09-1923** titled **Addendum in the Guidelines on the Inspection, Receipt, Distribution, Utilization, and Monitoring of the Centrally Procured Laptops as Assistive Electronic Tool for Learners with Disabilities Delivered to the Schools Division Offices on July 19, 2024**, this Office reminds the Schools Division Offices that the centrally procured 2,667 laptop units, Hewlett-Packard (HP), supplied by Advance Solutions Inc., as assistive electronic tools for learners with disabilities (LWDs) have been delivered to each division since August 22, 2024. The joint memorandum on the utilization guidelines was issued on July 19, 2024.
2. **However, an addendum to the guidelines is issued in relation to login credentials. Please be advised that when opening the laptop, target users are advised not to use the login credentials ASITSD but to use other suggested login credentials on the display screen.**
3. This is also to reiterate that the allocation of the laptops to the identified schools is based on the data of LWDs taken from the Learners Information System (LIS). **Utilization of laptops other than their intended purpose is strongly discouraged.**
4. Should there be any queries and/or clarifications, kindly contact Jennifer P. Ande, Chief-CLMD, through email address at [jennifer.ande@deped.gov.ph](mailto:jennifer.ande@deped.gov.ph).
5. Immediate dissemination of this Memorandum is enjoined.

  
 ESTELA P. LEON-CARIÑO EdD, CESO III  
 Director IV/Regional Director 


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CLMD/JPA/dot-Laptops for LWDs  
 September 26, 2024



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