



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 840, s. 2023

20 NOV 2023

**REITERATION ON THE GUIDELINES OF THE USE  
OF DESKTOP COMPUTERS, LAPTOPS, TABLET PCs, AND SMARTPHONES  
AT HOME DURING THE COVID – 19 PANDEMIC**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ DICs  
Elementary and Secondary School Heads  
District ICT Coordinators  
All Others Concerned

The **OUA Memorandum 00-0420-0029**, authorizes the School Heads to release DCP Desktop Computers (standalone only), Laptops, Tablet PCs and Smartphones to teachers to be used in attending and conducting online trainings and classes **during the COVID-19 pandemic subject to the following guidelines:**

1. The Principals/ School Heads shall ensure that the devices which are government property are **properly used, cared for, safeguarded** from natural and human elements and recorded (thru ICS) upon turnover to teachers;
2. Teachers can bring home the said devices to enable them to **attend online training courses and conduct online classes** for their students using tools such as DepEd Commons, LR Portal and other websites during situations when face-to-face instruction is no longer possible due to quarantine restrictions brought by the COVID – 19 pandemic;
3. The teacher is **liable for any losses or damages while the device is in their custody if it is determined that there was negligence** on the part of the teacher;



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph

DepEd Tayo SDO Negros Oriental

[www.depednegor.net](http://www.depednegor.net)



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

4. **Teachers are required to return the said device upon resumption of regular/ full face-to-face classes.**

Per DCP Monitoring and Evaluation reports, some teachers have **NOT** returned the borrowed DCP packages even if **regular/ face-to-face classes** are now fully implemented. With this, the ICT Unit would like to remind the field that under the DepEd Computerization Program (DCP), there are two (2) types of packages deployed to the recipients as follows:

1. **DCP Laptop for Teachers** (issued individually to teachers and can be brought home)
2. **DCP Package for Schools** (issued to recipient schools and must be placed in a secured e-classrooms/ computer laboratories and will **NOT** be brought home)

Furthermore, only **DCP batch 2020, batch 2021, EdukAksyon** and **BAYANIHAN laptops** are classified as laptop for Teachers. In this regard, teachers who have not return the borrowed DCP packages for schools are **directed to return the gadgets immediately**. You are given until next week (November 24, 2023) to return the said IT equipment. Alongside, there is an ongoing conduct of TOFAS for Mathematics (an online assessment) wherein the mentioned gadgets are badly needed by the Grades 4 to 10 learners.

Widest dissemination and strict compliance of this Memorandum is enjoined.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

11/17/23

NCO/OSDS-ICT/RVG/gao



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph

 DepEd Tayo SDO Negros Oriental

 [www.depednegor.net](http://www.depednegor.net)



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

APR 29 2020

REGIONAL MEMORANDUM  
No. **0220**, s. 2020

**GUIDELINES ON THE USE OF DESKTOP COMPUTERS, LAPTOPS, TABLET PCS, AND  
SMARTPHONES AT HOME DURING THE COVID-19 PANDEMIC**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. This is to disseminate **DepEd Memorandum No. 00-0420-0029** from the Office of the Undersecretary for Administration setting guidelines on the use of desktop computers, laptops, tablet PCs, smartphones at home during the Covid-19 pandemic.
2. Immediate and wide dissemination of this memorandum is desired.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director III  
OIC-Regional Director

STJ/CAB/ICTU/JPJ



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



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

**OUA MEMO 00-0420-0029**

**MEMORANDUM**

08 April 2020

**For : Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned**

**Subject : GUIDELINES ON THE USE OF DESKTOP COMPUTERS,  
LAPTOPS, TABLET PCS, AND SMARTPHONES AT HOME DURING  
THE COVID-19 PANDEMIC**

-----  
This Memorandum authorizes school heads to release Desktop Computers, Laptops, Tablet PCs, and Smartphones to teachers for use in the conduct of online trainings and online classes during the COVID-19 pandemic subject to the following guidelines:

1. The principals/school heads (SHs) shall ensure that the devices which are government property are properly used, cared for, safeguarded from natural and human elements, and recorded upon turn-over to teachers:
2. Teachers can bring home the said devices to enable them to attend online training courses and conduct online classes for their students using tools such as the DepEd Commons, LR Portal, and other websites during situations when face-to-face instruction is no longer possible due to quarantine restrictions brought about by the COVID-19 pandemic.
3. The teacher is liable for any losses or damages while the device is in their custody if it is determined that there was negligence on the part of the teacher.
4. Teachers are required to return the said devices upon the resumption of regular classes.



**Office of the Undersecretary for Administration (OUA)**

*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRM), Bureau of Learning Support Services (BLSS), Baybay Teachers' Camp (BTC), Central Security & Safety Office (CSSO))*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg. Mobile: +639260320762; Tel: +63286337203, +63286376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo



5. For your guidance and strict compliance. Thank you

  
**ALAIN DEL B. PASCUA**  
Undersecretary

