



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

May 22, 2020

DIVISION MEMORANDUM
NO. 167, s. 2020

**GUIDELINES ON THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY
(ICT) EQUIPMENT DURING THE COVID 19 PANDEMIC**

TO : Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Division Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. Attached is the copy of OUA MEMO 00-0420-0029 dated April 08, 2020 re: 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 the said equipment for use in the conduct of online training and online classes during the pandemic.

2. This Office institutes additional guidelines on proper disbursement and holding of accountability for each recipient following the rules and regulations of property and accountability transfer.

All equipment and/ or properties to be used outside from its original station shall secure to the property custodian/officer the following accountability documents prior to its movement and utilization.

2.a. Property Acknowledgement Receipt (PAR) of Appendix 71 – Volume II of Government Accounting Manual. The PAR shall be prepared in two copies distributed to recipient or user of the property and to property custodian / officer.

2.b. I.T equipment and devices for use outside the DepED Office shall be accompanied by a pre-numbered Issuance Form of Borrower's Slip General Use Equipment (during Covid 19 pandemic) in triplicate copies (to recipient or user of the property, property custodian / officer and to security guard) accomplished by the requesting party stating therein the destination, purpose, the description of the equipment/properties and the date to be returned.

2.c. The issuance of PAR and borrower's slip shall establish accountability and liability over the equipment borrowed.

2.d. Accountability and liability over the borrowed equipment shall only cease upon the turnover / return of the borrowed equipment to the property custodian/officer.



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
Telephone No.: (045) 435-2728
eMail Address: pampanga@deped.gov.ph

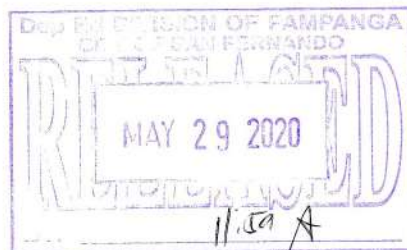




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

4. The property custodian / officer shall coordinate to school information technology officer the said borrowed equipment for proper collaboration.
5. 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.
6. The teachers are required to return the said devices upon resumption of regular classes.
7. For your information and proper guidance.


ZENIA G. MOSTOLES, Ed.D, CESO V
Schools Division Superintendent



Encl.: As stated.

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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 (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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5. For your guidance and strict compliance. Thank you


ALAIN DEL B. PASCUA
Undersecretary



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Republic of the Philippines
 Department of Education
 Region III-Central Luzon
SCHOOLS DIVISION OFFICE OF PAMPANGA
 High School Blvd. Brgy. Lourdes, City of San Fernando



**ISSUANCE FORM OF BORROWERS SLIP GENERAL USE
 EQUIPMENT (during Covid 19 Pandemic)**

DATE & TIME	UNIT / SECTION	ITEMS / EQUIPMENT	DESTINATION	PURPOSE	DATE TO BE RETURNED
<p>The Borrowers Slip shall establish accountability and liability over the equipment borrowed. Accountability and liability over the borrowed equipment shall only cease upon the turn over/return of the borrowed equipment to the Asset Management Division (AMD).</p>					

PROPERTY/SUPPLY UNIT
Control No.

Requested by: _____
 (NAME AND SIGNATURE)

Approved by: _____
 School Property Custodian

NOTED by:

 Principal/Head Requesting Office

RELEASED

RETURNED

Released by:	Received by:	Returned by:	Received by:
_____ (Name/Signature)	_____ (Name/Signature)	_____ (Name/Signature)	_____ (Name/Signature)
_____ (Date & Time)	_____ (Date & Time)	_____ (Date & Time)	_____ (Date & Time)