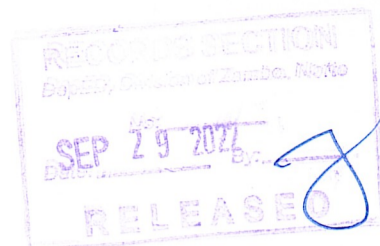




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum

No. 371 s. 2022

To: All EPSs
PSDSs/PICDs
Elementary and Secondary School Principals/Heads and Teachers
Division ITO/District and School ICT and LR Coordinators
Division Librarian and District Property Custodians
All Others Concerned

From: **VIRGILIO P. BATAN, JR. CESO VI**
Schools Division Superintendent

Subject: **REVISED POLICY/ GUIDELINES ON TESTING, INSTALLATION,
PROPER DISTRIBUTION, UTILIZATION, RECORDING,
RETRIEVAL AND DISPOSAL OF TABLETS AND TRANSISTOR
RADIOS ISSUED BY THE SCHOOLS DIVISION OFFICE**

Date: September 28, 2022

1. In consonance to the implementation of DEPED OUA MEMORANDUM 0-0720-0063 re: Guidelines on the Use of Devices Borrowed by Learners and with the initiative of this division in Providing Reading Opportunities for Proactive and Engaged Learning under program **PROPEL** which covers all the reading programs of the schools in order to address the gaps, issues and concerns of the most challenged learners during the pandemic and to provide interventions for the Basic Education-Learning Recovery Continuity Plan (BE- LRCP), this office provides Policy/Guidelines on Testing, Proper distribution, Utilization, Recording, Retrieval and Disposals of Tablets and Transistor Radios/Speakers issued by the Schools Division Office in order to maximize their use and eliminate or minimize damages and /or losses.

2. The tablets and transistor radios are provided to the learners for free and are intended to be used for at least 1 year. It is the responsibility of every learner, parents, teacher and school head to exert all efforts to protect the tablets and transistor radios from damage or loss.

3. All concerned personnel are enjoined to strictly implement and adhere to the enclosed guidelines and/or procedures. Please see the attached Enclosures for your reference.

Enclosure 1: Guidelines on the Testing, Installation, Proper Distribution, Utilization, Recording, Retrieval and Disposal of Tablets and Transistor Radios Issued by the Schools Division Office

Enclosure 2: Learner/Parent Agreement Form

Enclosure 3: Kasunduan ng Magulang at ng Paaralan sa Pagpapahiram ng Tablet/Radios para sa mga Magaaral.

4. For strict compliance and immediate dissemination.

CIDec1/LRMS/PolicyGuidelinesonTestingInstallationProperDistributionUtilizationRecording/DM040/09162022



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ENCLOSURE No. 1

**GUIDELINES ON THE TESTING, INSTALLATION, PROPER DISTRIBUTION,
UTILIZATION, RECORDING, RETRIEVAL AND DISPOSAL OF TABLETS/
TRANSISTOR RADIOS ISSUED BY THE SCHOOLS DIVISION OFFICE**

The following guidelines are issued

Testing and Installation

- The Public School District Supervisor/Principal In-Charge of the District/District Property Custodian shall receive the tablets/Transistor Radios from the supplier/ Division Supply Officer. Tablets distributed to the grade 3 class in the previous year shall be retrieved and be added to this year's provision.
- Upon receipt from the PSDS/PICD/District Property Custodian, the District ICT Coordinator shall take charge of the inspection and testing on the functionality of each tablet and transistor radio.
- The District ICT Coordinator shall install the digitized SLMs, Reading Materials, RBI/TVBI lessons and other learning resources which can be accessed from the District Learning Hubs through the District LR Coordinators and Learning Hub Learning Support Aides (LSAs) before distribution. For queries you may coordinate with the Division Librarian or the Division Information Technology Officer.
- The School Head/Classroom Adviser/School ICT Coordinator shall conduct orientation to learners and parents on the utilization of tablet/transistor radio package.

Tablet Issuance and Distribution within the School

- The PSDS/PICD shall determine the school to pilot the implementation of RBI/TVBI and Blended Learning Modality where the tablets/transistor radios will be distributed and utilized by means of collecting data of struggling readers per school and prioritizing one (1) school only with the most or highest number of struggling readers.
- If ever the number of the struggling readers in the identified school is higher than the available tablets/transistor radios, the basis for the distribution will be per family or per learner with priority to the identified struggling readers and whose parents could not facilitate learning at home.
- School Head of the identified school should ensure that the Adviser/ Advisers accept the tablets/transistor radios issued to them by the school supply officer/designated property custodian for the use of the learners.
- Tablets issued to each learner shall bear the property code number. The supply officers/designated property custodians shall maintain a record/logbook of tablets and transistor radios issued to each user with name, gender and grade level. The learner/guardian will sign in the record/log book as they received the item.
- Orientation of parents/learners on the terms articulated in the "Agreement Form" shall be done by the school. This shall minimize damage on Tablets and transistor radios due to improper handling and usage.
- The School shall form a Help Desk who will provide technical assistance to



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parents/learners in case of damaged or inoperative tablet.

- The school shall form a Help Desk who will provide technical assistance to parents/learners in case of damaged or inoperative tablets.

Tablet Proper Care

- The Parents/Guardian shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents and in the borrower's card, and in the agreement form.
- The recipient learner must attend a mandatory orientation be conducted by the School Head/Class Adviser/School ICT Coordinator on the use of Tablet/Transistor Radio which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is prerequisite on borrowing the tablet and transistor radios.
- The school shall provide proper and safe storage for the tablet/transistor radio after its retrieval.

Responsibility of the Recipient Learners

- Handle the issued tablet/transistor radios with care, protecting its functionality and appearance.
- The tablet/transistor radio will be used for educational purposes only and not to be utilized for personal profit or non-profit purposes such as advertising, rentals or such other uses.
- Must not install software to the tablet unless authorized to do so by the School Principal /ICT Coordinator.
- Must not modify, upgrade or attempt to repair the tablet/transistor radios without the express permission of the school.
- Must treat the tablet/transistor radio in a similar manner as other school-owned educational tools such as textbooks.

Damaged Tablet

- If the student discovers that his /her tablet/transistor radio is damaged to the point that it is non-functional or operates with reduced function, the students shall notify the teacher/adviser immediately.
- The Help Desk will assess the damage on the tablet/transistor radio and provide necessary technical assistance.
- If it is determined that the damage is caused by the negligence on the part of the learner, the expenses necessary for the repair or replacement will be paid by the parent subject to the existing laws and regulation.
- If it is determined that the damage is without the negligence on the part of the learner, the expenses necessary for the repair or replacement of the tablet will be charged to the school MOOE subject to regular auditing rules and regulation.
- Return the damaged tablets/radios to SDO c/o LRMS.

Loss/Stolen Tablet

- In the event that the tablet/transistor radio is lost/stolen, the learner should notify his/her teacher-adviser immediately.



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- In case of loss, the parents shall submit an Affidavit of Loss while for theft, a copy of Police Report.
- If it is determined that after the investigation the lost was due to the negligence or fault of the learner, the parents shall pay the value of the tablet/transistor radio.
- The teacher must submit a report to the Property Custodian to support his/her application for Relief from Accountability.

Tablet/Transistor Radio Retrieval

- The learner shall return the issued tablet/transistor radio at the end of the school year or the date announced by the School.
- The school head should closely monitor retrieval procedures and involve the whole community in reminding the learners to return the tablets before the end of the school year.
- The school will inspect the tablet/transistor radio for damage and will perform general maintenance and upgrade. The School shall also report to the Division Office the implementation as well as the impact of the project during the current year.

Tablet/Transistor Radio Disposal

- The school property custodian should identify obsolete, damaged or worn out Tablets/Transistor Radios and submit the inventory to the Division Office.
- The principal/school head should ensure that all Tablets/Transistor Radios for condemnation disposal are no longer in the inventory list.
- The Division Office in coordination with the Disposal Committee shall notify the schools on the disposal dates.



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ENCLOSURE No. 2

Learner/Parent Agreement Form

LEARNER/PARENT AGREEMENT

This agreement is made between (Learner Name), Parent/Guardian Name, and the (Name of School). The equipment referred in this agreement, Tablet and its accessories.

By signing this form, I understand that I am borrowing this tablet/transistor radio and its accessories for free and are intended to be used at least one (1) school year only. I have no ownership, interest or title on the issued tablets and transistor radios.

By signing this form, I am also stating that I have read and completely understood the Acceptable Use Policy and Tablet/transistor radio Agreement form which states that I will be responsible in case of loss or damage to this tablet/transistor radio while it is signed out to me and further that I will return this tablet/transistor radio once no longer enrolled in _____ (Name of School). The term of this agreement shall be for the current school year only.

Tablet / Transistor Radio Information:

Color: _____

Brand: _____

Property Code No.: _____

Student Information:

Last Name _____ First Name _____ Middle Initial _____

Address _____

Cellphone No. _____

Parent Information:

Last Name _____ First Name _____ Middle Initial _____

Address _____

Cellphone No. _____

I have read and accept the terms of the LEARNER/PARENT AGREEMENTS FOR USE OF TABLET/TRANSISTOR RADIO:

Name and Signature of Learner
of Parent

Name and Signature

Name of Property Custodian

Class Adviser

Principal



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PAGTANNGAP NG MAGULANG AT MAG-AARAL

Ang aking paglagda ay nangangahulugang lubos kong naunawaan ang lahat ng mga tungkuling nararapat kong tuparin sa paghiram ng tablet ng aking anak o batang inangangalagaan.

Naintindihan kong gagawin ng paaralan ang bahagi nitong bigyan ng magandang edukasyon at proteksyunan ang aking anak o batang pinangangalagaan kung kaya sila ay nararapat sumunod sa makataong disiplinang ipinapatupad nito sa taong papanuruan 2021-2022.

Lagda:

(Pangalan ng Magulang o Tagapag-alaga)

Petsa _____

Telepono _____

(Pangalan ng Mag-aaral)

Petsa _____

Telepono _____

Tagapayo

Property Coordinator

Punong - guro



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