



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



Division Memorandum
No. SS6, s. 2024

October 14, 2024

**MAXIMIZATION OF INFORMATION TECHNOLOGY EQUIPMENT
FOR PERFORMANCE OF MANDATE**

To: Assistant Schools Division Superintendents
Division Chiefs
PSDSs/PICDs
School Heads (Elementary/Secondary)
Teaching and Non-Teaching Personnel
All Others Concerned

1. This is to address the concerns regarding reports that some teachers/personnel received two or more laptops for having been identified as recipients based on the programs and projects implemented by DepED (such as DCP, SpEd and ALS). Relative thereto and as part of the mandate to ensure equity and maximum utilization of resources, this office enjoins all concerned to turn-over all extra units for proper disposition.
2. Regardless of the number of managed programs or tasks handled, in no case shall an employee retain or possess two or more laptops. This is to ensure balance on the provision and consequently for other personnel to enhance their skills and performance as well.
2. The School Principals/Heads are hereby given the authority to receive/recall the extra unit and subsequently release it to teacher/personnel with no laptop. For traceability of accountability, an ICS template shall be accomplished which can be downloaded thru this link: <https://bit.ly/ExtraUnits>. While PSDSs/PICDs are directed to take lead in gathering information and follow through adherence with this memorandum.
3. For further inquiries, please contact our Supply Office at this number: **09541638048** or email at **zn.supply@deped.gov.ph**
4. Strict compliance with and widest dissemination of this memorandum are directed.

ROY C. TUBALLA EMD JD CESO V
Schools Division Superintendent

SUPjlr/Extra Units/DM006-101424



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