



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

15 June 2021

DIVISION MEMORANDUM
No. 230, s. 2021

GUIDELINES ON THE USE OF TABLETS BORROWED BY THE LEARNERS

To: **All Public Elementary and Secondary School Heads**
All Others Concerned
This Division

1. The Division of El Salvador City shall adapt the guidelines stated in OUA Memo 00-0720-0063 (Guidelines on the Use of Devices Borrowed by Learners) to all tablets that will be borrowed by the learners.
2. The Principals/School Heads (SHs) and the School Property Custodian shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the learner's parent/guardian using the Property Acknowledgement Receipt (if Desktop/Laptop is above 15K) and Inventory Custodian Slip (if tablet is less than P15K). (Which will be signed by the Adviser and the Parent/Guardian since the units were issued to the Adviser by the School Property Custodian).
3. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
4. In case the parent/guardian does not agree to the conditions then the Principal/School Head can choose another recipient.
5. The Learner Enrolment and Survey Form (LESF) accomplished during the enrollment shall be the primary basis in identifying the learners who can borrow the Tablets. Learners with disability shall be given the priority over the others.
6. The School Property Custodian as well as the Adviser shall ensure the safety of the hardware by placing Property Tags on the System Unit Case based on the usual tagging policy followed by the School Property Custodian. The property tags should not be removed or tampered with by parents or learners. Removing or



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tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages incurred.

7. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of the tablets which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.
8. See enclosed care tips in handling the tablets.
9. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
10. Immediate and wide dissemination of this memorandum is desired.

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Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

ICT

OSDS/SRD



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5 CARE TIPS IN HANDLING TABLETS

1

Take care of the tablets.
Avoid getting the tablet
dropped, slammed,
stepped on or thrown out.



2



Do not allow the tablet to get
wet. Make sure that all
liquids are far from the
tablet. Ensure that it is
always dry and placed far
from the direct heat of the
sunlight so it will not be
easily damaged.

3

Make sure that your hands
are clean and dry when
using the tablet.



4



Make sure to charge the
tablet when the battery has
reached 20%.

5

Make sure that the free space of
the memory capacity of the tablet
will not go below 10% of the
actual capacity. This is to ensure
that the tablet can still operate
and handle applications being
opened.

