



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 22, 2023

REGION MEMORANDUM
CLMD-2023-049

**GUIDELINES ON THE USE, DISTRIBUTION AND RECORDING
OF REGION-PROCURED EDUCATIONAL TABLETS**

To: Schools Division Superintendents

1. The Department of Education – SOCCSKSARGEN Region through the Curriculum and Learning Management Division (CLMD) provides and hereby institutes guidelines on proper use, disbursement and holding of accountability for each recipient school of the region-procured educational tablets following the rules and regulations of property and accountability transfer in order to improve access and maximize their use. It also provides information on the proper recording and inventory of the gadgets.
2. The school principals/school heads (SHs) shall ensure that the educational tablets which contain digitized learning resources are government property and are distributed, properly used, cared for, safeguarded from natural and human elements and recorded.
3. The following are the guidelines in the issuance, distribution and inventory of educational tablets in the classroom:
 - a. The educational tablets are Government Properties and must be assigned a property code number as indicated in DepEd Order No. 26, s. 2007.
 - b. At the start of the School Year, the school ICT coordinator/designated property custodian shall be responsible for issuing the gadgets to classroom teachers/advisers, who shall issue the same to each learner.
 - c. The school heads shall ensure that teachers accept the gadgets issued to them by the school ICT coordinator/designated property custodian for the use of the learners.
 - d. The school ICT coordinator/designated property custodian shall put a sticker with the name and logo of the school at the back of the flip cover below the DepEd logo sticker.
 - e. Tablets issued to each teacher and learner shall bear the property code number, where the gadget is identified with the user. The school ICT coordinator /designated property custodian shall maintain a record/logbook of the tablets issued to each user. The teacher/adviser may facilitate the recording by having each student sign in the record/logbook against the



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designated property code number of the tablet assigned to the student/learner.

- f. Teachers and learners are encouraged to read the device manual on proper handling and basic maintenance. This shall minimize damage on the gadgets due to improper handling and usage.
 - g. Each teacher/adviser must keep a current inventory of the tablets and in his/her classroom. It is suggested that these gadgets shall be collected from the learners after class sessions and shall be stored in the ICT room or in the school library to avoid possible damage or loss.
 - h. School ICT coordinator/designated property custodians are encouraged to conduct an inventory on the gadgets at least after every grading period or at the end of a semester. Teachers/advisers can facilitate the preparation of an inventory through the submission of an inventory report to the school ICT coordinator/designated property custodian after every grading period or at the end of the semester.
 - i. The teacher or learner is liable for any loss or damage while the device is in their custody if it is determined that there was negligence on the part of the teacher/learner.
7. For more information or inquiry, all concerned may contact Arturo D. Tingson, Jr. EPS-LRMDS at arturo.tingson@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Encl: None
Reference: None
Allotment: None
To be indicated in the Perpetual Index under the subject
EQUIPMENT LEARNING RESOURCES

ADTJR/CLMD/RM/ GUIDELINES ON THE USE OF REGION-PROCURED EDUCATIONAL TABLETS /054/February 22, 2023



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