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Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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BY: [Signature]

**DIVISION MEMORANDUM**

No. 328, s. 2020

**To:** Assistant Schools Division Superintendent  
Chief, CID and SGOD  
School Heads  
All Others Concerned  
This Division

**From:**  **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

**Subject:** PROVISION OF LEARNING RESOURCE MATERIALS AND EQUIPMENT

**Date:** October 01, 2020

1. Relative to Regional Memorandum No. 366, s. 2020 entitled *Distribution of Learning Resource Materials and Equipment for SY 2020-2021*, all Schools must have already distributed the Self-Learning Modules and Learner's Materials/Textbooks to learners. Further, ICT devices can also be released to teachers for online classes/trainings.
2. Should there be queries, contact Purisima J. Yap - EPS-LRMDS at 09364882591.

Copy furnished: CID-Learning Resource Management Section

TO BE POSTED IN THE WEBSITE



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Office of the Regional Director

September 28, 2020

REGIONAL MEMORANDUM

No. 746, s. 2020

**DISTRIBUTION OF LEARNING RESOURCE MATERIALS AND EQUIPMENT FOR  
SY 2020-2021**

To: Schools Division Superintendents  
All Others Concerned

1. In preparation for the opening of the School Year 2020-2021, all Schools Division Offices (SDOs) are reminded to complete the distribution of Self-Learning Modules (SLM) and other learning resources on September 28.

2. All divisions shall ensure that all schools observe the following guidelines in the distribution of SLMs:

- a. Strategize to reach the ratio of 1:1 as to Learner-SLM. Booklet form is allowed, at least, in high school and ensured that figures, drawings, and illustrations are not distorted;
- b. Learners must have test notebooks or be provided with answer sheets for their portfolio instead of writing on the SLMs as this will be preserved for the succeeding school years;
- c. Schools or districts must have a safe storage/ warehouse/classroom where retrieved SLMs time after time be kept for future use; and
- d. Textbooks in all learning areas should also be distributed to the learners.

3. Schools are also authorized to release laptops and tablets to teachers and learners to be used in the conduct of online trainings and online classes per QUA MEMO 00-0420-0029 re *Guidelines on the Use of Desktop Computers, Laptops, Tablet PCS, and Smartphones at Home during COVID\_19 Pandemic*.

4. In addition to the learning materials and devices, chairs can also be borrowed by the learners. They shall be required to return these government properties upon resumption of regular classes.

5. For dissemination.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

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

K to 12 LEARNING RESOURCES CURRICULUM

CLMD/radj



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OUA MEMO 00-0420-0029  
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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**

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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 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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policy and to register  
of OUA Programs

