



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

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 DEPED MALAYBALAY CITY  
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**DIVISION MEMORANDUM**

No. 437, s. 2020

To: **Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Others Concerned**

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

Date: November 05, 2020

Subject: **GUIDELINES ON THE USE OF DESKTOP COMPUTERS, LAPTOPS,  
 TABLET PCs, AND SMARTPHONES AT HOME DURING THE COVID19  
 PANDEMIC**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein OUA Memo 00-0420-0029 re: Guidelines on the Use of Desktop Computers, Laptops, Tablet PCs, and Smartphones at Home During the Covid19 Pandemic, authorizing all 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 guidelines stipulated in the said Memorandum.

2. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated  
 Copy Furnished:  
 Records Unit

TO BE POSTED IN THE WEBSITE



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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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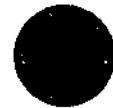


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5. For your guidance and strict compliance. Thank you

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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