



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

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Division Memorandum
No. 173 Series of 2021

TO : **Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads
School Property Custodians and ICT Coordinators
Federation Supreme Student Government Presidents
Supreme Pupil and Student Government Teacher-Advisers
All Others Concerned**

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

DATE : **March 31, 2021**

SUBJECT : **GUIDELINES ON THE ISSUANCE AND USE OF DONATED ICT GADGET**

1. This Office disseminates the attached guidelines on the issuance and use of donated gadget to the Federation Supreme Student and Pupil Government and Teacher-Adviser in the Division, Regional and National Level.
2. The following guidelines aim to put in place internal control measures that will ensure an efficient, transparent, and simplified system of processing, monitoring, and reporting on the issuance of donated ICT gadgets; and to make sure that these goods are consigned and received exclusively and entirely by the intended beneficiaries (see the attached list of recipients).
3. Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1 at 0955-125-9232.

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0239

MEMORANDUM

13 March 2021

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
Public School Heads
School Property Custodians and ICT Coordinators
Federation Supreme Student Government Presidents
Teacher-Advisers
All Others Concerned**

Subject: **GUIDELINES ON THE ISSUANCE AND USE OF
DONATED ICT GADGETS**

The Department of Education (DepEd) will distribute empowerment and educational tools (laptops, tablets, and cellphones) from the Bureau of Customs (BOC) and Embassy of the People's Republic of China to all Federation Supreme Student Government (SSG) Presidents and Teacher-Advisers in the Division, Regional, and National level. The distribution will symbolize the Department's unwavering support for the overall upliftment of student leaders' academic and co-curricular activities. Given the effects of the pandemic, these devices shall help student leaders facilitate and actualize student-oriented projects and initiatives online. Further, these shall help them excel and succeed in their academic life despite the challenges faced in the Online Distance Learning (ODL) paradigm.

In this regard, the Department of Education (DepEd) through the Bureau of Learners Support Services-Youth Formation Division (BLSS-YFD) hereby issues the guidelines on the distribution and use of these gadgets, for the compliance of all concerned. This is in accordance with Office of the Undersecretary for Administration (OUA) Memorandum 00-0221-0197 titled *Approval of New Distribution List of Donated ICT Gadgets* dated 24 February 2021.

The following guidelines aim to put in place internal control measures that will ensure an efficient, transparent, and simplified system of processing, monitoring, and reporting on the issuance of donated ICT gadgets; and to make sure that these goods are consigned and received exclusively and entirely by the intended beneficiaries.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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1. General Guidelines

To ensure that the donated ICT gadgets are optimally and properly utilized in promoting the general well-being of the intended beneficiaries, the following guidelines shall be observed:

a. Safety and Accountability

In compliance with **OUA MEMO 00-0720-0063** titled *Guidelines on the Use of Devices Borrowed by Learners*, the distribution and use of the donated ICT gadgets are subject to the following rules/protocols:

- i. The Principal/School Head (SH), School Property Custodian and recipients shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements. In this regard, **parents of recipient learners and School Heads are directed to sign the attached Letter of Undertaking in the presence of the ICT Coordinator and Property Custodian.** This letter shall be **duly notarized.**
- ii. 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.
- iii. In case the parent/guardian does not agree to the conditions, the Principal/SH may choose another recipient.
- iv. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the SystemUnit Case, monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
- v. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Trainings a prerequisite to borrowing a device.

b. Recipients: See Annex A for the Allocation List of Tablets.

c. Means of Verification

The Division Youth Formation Coordinators (YFCs) shall ensure the submission of the Means of Verification (MOVs) on the actual acceptance of the donated ICT gadgets to the BLSS-YFD.

d. Turnover to the Next Set of Elected Officers

The Federation SSG Presidents and Teacher-Advisers are required to return the said devices right after their term. The retrieval of these gadgets shall be facilitated by the Division YFC to ensure proper turn over to the next set of Elected Officers.

For more information, questions or concerns on this matter, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 8637 9814 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and strict compliance.

ALAIN DEL B. PASCUA
Undersecretary



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REGION X

SSG- Teacher-Advisers

No.	Name	Division Office	School	Contact No.	Mobile No.
1	Ailine S. Mandokita	Gingoog	Gingoog City Comprehensive NHS	ailine.mandokita@gmail.com	09058301703
2	Quimberly Galagala-Baspin	El Salvador City	Cogon National High School	quimberly.baspin@deped.gov.ph	09353114064
3	CLAIRE B. DAGARAGA	Camiguin	Yumbing National High School	claire.dagaraga@deped.gov.ph	9367237900
4	James Salvan	Valencia City	Valencia National High School	salvanjames@gmail.com	9977183602
5	MARK JAPETH P. BALATERO	LANAO DEL NORTE	LNNCHS	markjapeth.balatero@deped.gov.ph	9976070664
6	Emmi Jean P. Dinawat	Malaybalay City	Bukidnon National High School	emmijean.dinawat@deped.gov.ph	9268357415
7	Annalyn A. Capagnan	Cagayan de Oro City	Camaman-an National High School	annalyn.capagnan@deped.gov.ph	9550672626
8	Rey B. Hibava	Ozamiz City	Ozamiz City National High School	rey.hibava@deped.gov.ph	9389673730
9	ANNABEL A. LUMINGKIT	Tangub City	Tangub City National High School	annabel.lumingkit@deped.gov.ph	9382794650
10	Elter Hazel B. Mirafior	Misamis Occidental	Ballangao School of Fisheries	elter.mirafior@deped.gov.ph	9171305608
11	RIO J. DINOROG	OROQUIETA CITY	Misamis Occidental National High School	rio.dinorog@deped.gov.ph	9515713369
12	Elisa Simon	Bukidnon	Alae National High School		
13	Marie Zoe A. Barbacena	Misamis Oriental	Jasaan National High School	mariezoe.barbacena@deped.gov.ph	9056108400
14	Ruth P. Batiller	Iligan	Acelo C. Badelles Sr. Memorial High School	ruth.batiller@deped.gov.ph	9059035163

SPQ- Teacher-Advisers

No.	Name	Division Office	School	Contact No.	Mobile No.
1	Melvin E. Acido	Gingoog City	Manuel Lugod Central School	melvinacido921@gmail.com	09771572985
2	Kristine Kaye G. Maestre	El Salvador City	San Francisco de Asis Elementary School	kristinekaye.maestre@deped.gov.ph	09126148237
3	Dulce Villanueva	Malaybalay City	Aglayan Central School	dulce.villanueva003@deped.gov.ph	9261033235
4	Hazel R. Talip	Cagayan de Oro City	City Central School	hazeltalip72@gmail.com	9951909531
5	Maria Luz L. Abucayon	Camiguin	Mambajao Central School	marialuz.abucayon@deped.gov.ph	09161517152
6	Jerold B. Ledres	Tangub City	Tangub City Central School	jerold.ledres@deped.gov.ph	9124759030
7	Rodolfo R. Saligan Jr.	Ozamiz City	Malaubang Integrated School	rodolfo.saligan@deped.gov.ph	9305228260
8	Cresanie M. Lopez	Misamis Occidental	Liloan Central School	cresanie.lopez@deped.gov.ph	9106371093
9	Czerny Mae D. Poligrates	Oroquieta City	Oroquieta City Central Elementary School	czernymae.poligrates@deped.gov.ph	9464652719
10	Maria Fe Daquillanea	Bukidnon	Kibawe Central Elementary School	mariafe.daquillanea@deped.gov.ph	(0965) 400 9815
11	Judith D. Breviescas	Misamis Oriental	Laguindingan Central School	judith.breviescas@deped.gov.ph	9659068686
12	Odyssa Mae S. Pusod	Iligan	Tambo Central School	odyssa.pusod@deped.gov.ph	9363675744
13	Ernalie L. Yap	LANAO DEL NORTE	Maranding Central Elementary School	ernalie.yap001@deped.gov.ph	9971648467
14	Arlito P. Dasion	Valencia City	Valencia City Central School	arlito0105@gmail.com	9973123483



REGION X

SSG President

	Name	Division	School	Email Ad	Contact No.
1	Honey Joy S. Casañes	Gingoog	Gingoog City Comprehensive NHS	honeyjoycasanosmarch02@gmail.com	09185782075
2	Ronel L. Nob	El Salvador City	Cogon National High School	-	09658306095
3	CHRISTIAN DOMINIC P. NAYBE	Camiguin	Yumbing National High School	marooner47@gmail.com	09055161329
4	Angelo Agustin	Valencia City	Valencia National High School	pgelobagustin@gmail.com	9676110976
5	QUEENIE JOY A. CABATINGAN	LANAO DEL NORTE	LNNCHS	cabatinganqueenie@gmail.com	9759477626
6	Liberato N. Tortola III	Malaybalay City	Bukidnon National High School	tortolaliblib@gmail.com	9036453995
7	Cyra T. Cagata	Cagayan de Oro City	Camaman-an National High School	cyra498@gmail.com	9362825308
8	Mary Margaret O. Manliguez	Ozamiz City	Ozamiz City National High School	marymargareth.manliguez123@gmail.com	9207991337
9	Eve Bayadog	Tangub City	Tangub City National High School	ebayadog@gmail.com	9463217019
10	Renie M. Magallanes	Misamis Occidental	Baliangao School of Fisheries	reniemagallanes6@gmail.com	9556792051
11	CJ ANDREI D. PIÑERO	OROQUIETA CITY	MISAMIS OCCIDENTAL NATIONAL	cjandreip@gmail.com	9679672448
12	Prima Tacandong	Bukidnon	Alae National High School	-	-
13	Daffnea Payla Martucio	Misamis Oriental	Alubijid National Comprehensive N	daffneadestiney@gmail.com	9566911795
14	Junaisa Saga Omra	Iligan	Iligan City National High School	junaisaomra@gmail.com	9355393911

SPG President

	Name	Division	School	Email Ad	Contact No.
1	Melanie T. Marquez	Gingoog City	Tagpako Elementary School	melaniemarquez032020@gmail.com	09050380104
2	Khet Marydhal O. Maestre	El Salvador City	San Francisco de Asis Elementary S	-	09283144061
3	Ronna S. Jamago	Malaybalay City	Aglayan Central School	ronnajamago@gmail.com	9971444961
4	Hannah Ckyla Mykaela M. Camama	Cagayan de Oro City	City Central School	hannahckylaibillykcamama@gmail.com	0915 828 4658
5	Adelaide Fleona Marie D. Trinidad	Camiguin	Mambajao Central School	andeaairod@gmail.com	09173196398
6	ALEXANDER LOYARDO F. MANLEGRO	Tangub City	Tangub City Central School	-	9088753018
7	Justine John G. Roa	Ozamiz City	Antero U. Roa Central School	-	9510470398
8	Princess Magale	Misamis Occidental	Liloan Central School	magaleprincess11@gmail.com	9650882218
9	MARNEL KEISHA P. CABURAL	OROQUIETA CITY	Oroquieta City Central Elementary School	-	-
10	Rose Nicole Esporma	Bukidnon	Kibawe Central Elementary School	-	-
11	Vianne Patrice M. Sabaldana	Misamis Oriental	Opol Central School	-	9362584064
12	Deniece Almarie Cao	Iligan	Tambo Central School	danieecalmarie@gmail.com	9551462948
13	Bettina Hyzabel Espineli	LANAO DEL NORTE	Maranding Central School	espinelibertinahyzabel@gmail.com	9654186450
14	Dexsel L. Plaza	Valencia City	Valencia City Central School	dexsellabradorplaza@gmail.com	9262986242

