



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

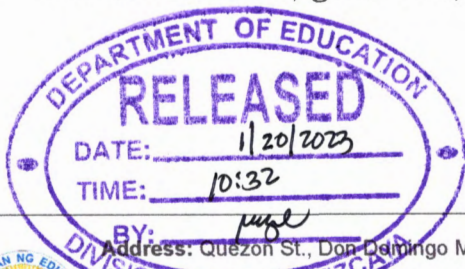
January 19, 2023

Division Memorandum
 No. 18, s 2023

**Guidelines in the Distribution and Utilization of ICT Equipment
 as Learning Resources**

TO: Assistant Schools Division Superintendent
 Curriculum Implementation Division Chief
 School Governance and Operations Division Chief
 Education Program Supervisors
 Public Schools District Supervisors/Districts-in-Charge
 Other CID Staff

1. The Schools Division Office of Nueva Vizcaya has procured gadgets and equipment for distribution to schools as learning resources in support of the implementation of their Basic Education Learning Recovery and Continuity Plans.
2. To ensure that these gadgets and equipment shall be properly and appropriately used for instructional purposes, the SDO sets guidelines on the distribution to different schools and utilization of the same. A copy of the guidelines is hereto appended.
3. Further, a virtual orientation of all recipient schools shall be conducted on **January 24, 2023, at 10:00 am**. The link shall be forwarded to the district supervisors a day before the virtual meeting.
4. It is hereby reiterated that these gadgets and equipment shall be exclusively used by the recipients purposely for instructional/teaching and learning purposes to further enhance the delivery of instruction in the different schools of SDO Nueva Vizcaya.
5. For information, guidance, and compliance of all concerned.



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GUIDELINES IN THE DISTRIBUTION AND UTILIZATION OF ICT EQUIPMENT AS LEARNING RESOURCES

CRITERIA ON THE ALLOCATION DISTRIBUTION

1. The distribution of ICT Equipment procured by the Schools Division Office, donated stakeholders, and procured under MOOE funds for the provision of learning resources shall be based on the following criteria:
 - a. For Schools
 - a.1. Schools with personnel knowledgeable of Microsoft 0365 especially Teams, Zoom, and Google applications, and media digitization software.
 - a.2. Schools that do not have existing functional television, radio, laptops, desktops, and tablets under DepEd Computerization Program, other DepEd programs, and stakeholders' initiatives.
 - b. For Teachers
 - b.1. Teachers who are knowledgeable in manipulating equipment and willing to devote a portion of their teaching time to teach their peers and the learners following the guidelines set by the SDO on the use of the equipment.
 - c. For Learners (tablets and radio)
 - c.1. Learners who have parents or other family members who can assist in the use of ICT equipment; and
 - c.2. Learners whose parents are willing to enter into a Memorandum of Agreement or Understanding with the school following the guidelines on the use of tablets.

DUTIES AND RESPONSIBILITIES

a. LRMS Office

- Allocates ICT Equipment to identified schools based on their needs. The gadgets can be utilized offline/online.
- Orient recipient schools on the proper use and safekeeping of the distributed devices.
- Accounts for the status/condition of the said tablets.
- Works with the recipient schools to track the following:
 - Users (learners)
 - Frequency of utilization of devices (Tablets)
 - Applications and skills taught
- Prepares Memorandum of Agreement on the utilization of the Gadgets



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b. Supply Office

- Distributes the ICT Equipment based on the distribution allocation.
- Records an inventory of the items by placing property tags on the equipment
- Accounts for the status/condition of the said tablets.

c. Recipient School

- Orients the first-time users of devices
- Maintains the configuration of the device and prevents installation of any unauthorized applications in the same.
- Prohibits end users (learners) to access any inappropriate sites
- Requires the learner's official account in logging in to the Learning Management System (LMS).
- Signs Memorandum of Agreement with the Schools Division Office
- Ensures that televisions, tablets, and other equipment are exclusively used for instructional purposes. These pieces of equipment shall be stored in the most secured rooms/places in the school to ensure their safety.
- Ensures that tablets are under the custody of the librarian or School ICT focal person.
- Shall be held liable for any loss and/or damage of the distributed devices.

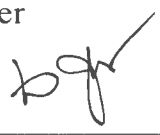
d. ICT Office

- Orients the end-user on the proper use of the device.
- Accounts for the status/condition of the said tablets.
- Takes charge on defective or malfunctioning devices (Tablets) within the warranty period.
- Reports/Coordinates with the Regional Office/supplier for appropriate action and/or after-sales support.

NOTE:

All ICT equipment may it CO, RO, SDO, SCHOOL procured, and Stakeholders' initiative are considered DepEd properties and shall follow the guidelines (*whichever is applicable*) provided in OUA Memo 00-0 420-0029 (Guidelines on the Use of Desktop Computers, Laptops, Tablet PCs, and Smartphones at Home during the COVID-Pandemic), OUA Memo 00-0720-0063 (Guidelines on the use of devices borrowed by Learners) and OUA Memo 00-0122-0030 (School-Based Monitoring Committee; Issuance and Accountability of Parent/Guardian for the Borrowed ICT Devices and other related matters).

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