



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-170



TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
Education Program Supervisors, SEPS, Division Personnel
School Heads of Public Elementary and Secondary Schools
All Others Concerned

SUBJECT : **GUIDELINES ON THE USE OF ICT DEVICES**

FROM : Schools Division Superintendent

DATE : March 27, 2023

1. To ensure that all government-issued devices are used properly, cared for and safeguarded, these guidelines on the use of ICT devices are hereby issued.
2. These guidelines shall also facilitate the provision of technical assistance to the recipient schools of the DCP packages from Central Office and ICT devices procured by the SDO.
3. For information, guidance, and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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Guidelines on the Use of ICT Devices

1. ICT devices such as, but not limited to Laptops, Tablets, PC Tablets, and Desktop Computers, which are procured/issued by the Division Office, including the DCP Packages procured and issued by the DepEd Central Office, are only intended to be used by learner-beneficiaries. Learners shall be obliged to return the ICT devices issued to them to ensure the devices' long-term viability for the benefit of other learner-beneficiaries.
2. School Heads, Teachers-In-Charge, ICT Coordinators and Learner-Beneficiaries shall ensure that the ICT devices which are Government Property should be properly used, cared for, and safeguarded against any natural or human risk of damage.
3. The following are the duties and responsibilities of persons involved in the use of ICT devices:
 - a. Division Supply Officer
 - i. Conducts inventory and maintains records of all the ICT Devices issued to schools.
 - ii. Issues Property Acknowledgement Receipt (PAR) to School Heads for ICT devices costing Php50,000 and above per unit and Inventory Custodian Slip (ICS) for ICT devices below Php50,000.
 - iii. Ensures that all issued ICT devices must have a Property Tag.
 - iv. Conducts monitoring and physical count of the ICT devices once or twice a year.
 - v. Retrieves ICT devices for proper disposal in case the ICT devices become unserviceable.
 - b. Division IT Officer
 - i. Conducts monitoring on the use of ICT devices in all recipient schools.

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- ii. Performs basic troubleshooting in case of problems and recommends action or action taken, if applicable (i.e., commended for diligent care of device, warning due to improper use, recommended taking back ICT device, et.)
 - iii. Ensures, facilitates, and provides technical assistance, as may be needed, in the use and management of ICT devices.
- c. School Principal/Head
- i. Accepts the ICT devices and PAR/ICS issued by the division office.
 - ii. Furnishes a copy of PAR/ICS to the School Property Custodian for properly recording of ICT devices to the School Inventory.
 - iii. Issues PAR/ICS to teacher-in-Charge/ICT coordinator.
 - iv. Prepares complete documentation and support as may be required by authorities to enforce accountability for improper use, damage, loss, or anything prejudicial to the ICT device and facilitates compliance with applicable Commission on Audit regulations in cases of damage, prejudice, or loss of government property.
- d. School Property Custodian
- i. Inspects issued ICT-devices and ensures that these are in accordance with the requisite specification in the issued PAR/ICS. Inspection shall be conducted jointly with the appropriate school inspectorate team.
 - ii. Assists the School Head in the preparation of PAR/ICS
 - iii. Receives Receipt of Return of Semi-Expendable Property (RRSP) for ICT Device below Php 50,000 or Receipt of Return of Property, Plant and Equipment (RRPPE) for ICT device costing Php 50,000 and above per unit to Teacher-in-Charge/ICT Coordinator who returns ICT Devices that are unserviceable.
- e. Teacher-in-Charge/ICT Coordinator
- i. Prepares a list of learner-beneficiaries.
 - ii. Takes full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS).
 - iii. Ensures the proper use and safekeeping of ICT devices.

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- iv. Installs necessary application, software, files, and others necessary in the teaching and learning process. Delete previous SLMs installed, if the available space is already full.
 - v. Conducts basic troubleshooting, if necessary. Consults the Division IT Officer in case technical assistance is needed.
 - vi. Issues ICT devices to learner-beneficiaries only during the class hour and shall retrieve the same after the class. ICT devices shall not be allowed to be brought home unless the learner-beneficiaries need to do assigned tasks beyond class hours. The devices, however, must be returned on the next school day.
 - vii. Ensures that all ICT devices are utilized only for learning activities.
 - viii. Conducts orientation for learner-beneficiaries on the proper use of ICT devices.
 - ix. Maintains a logbook/borrowers' cards to track property accountability and prevent undocumented loss of issued devices.
 - x. Conducts monitoring through periodic device inspection (at least once a month) and submits written report on the status and findings regarding the ICT device (i.e., still working, in good condition, with damage, etc.)
 - xi. Recommends action or action taken, if applicable (i.e., commended for diligent care of device, warning due to improper use, recommended taking back ICT device, et.)
 - xii. Resets ICT devices to their initial state at the end of every School Year.
 - xiii. Reports to the school heads damage to or loss of the ICT devices.
 - xiv. Once the ICT device becomes unserviceable and beyond repair due to wear and tear, depreciation, or become obsolete, and found to be out of warranty, the Teacher-in-Charge/ICT Coordinator must return the ICT device to the Office of the School Property Custodian and prepare PPSP/RRPPE for proper recording and relief of accountability.
- f. Learner-Beneficiaries
- i. Ensure that the ICT devices are always in good condition before accepting them.
 - ii. Keep borrowed devices clean and free of marks. Placing stickers, writing, or drawing on them or engraving, ripping, or otherwise defacing the devices are not allowed and will result to loss of privileges to borrow another device and will be charged corresponding fees.

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- iii. Must not tamper with and modify device's settings. Tampering with and removing of Property Sticker and installing unnecessary applications, such as but not limited to games and personal use, such as but not limited to social media, are strictly prohibited.
- iv. Must return the ICT devices immediately after every class to the Teacher-in-Charge or, if ever the Teacher-in-Charge has allowed the Learner-Beneficiary to bring home the device because of a valid reason, the Learner-Beneficiary shall return the device immediately the day after.
- v. Report to the Teacher-in-Charge/ICT Coordinator any damage to, or loss of the ICT devices.

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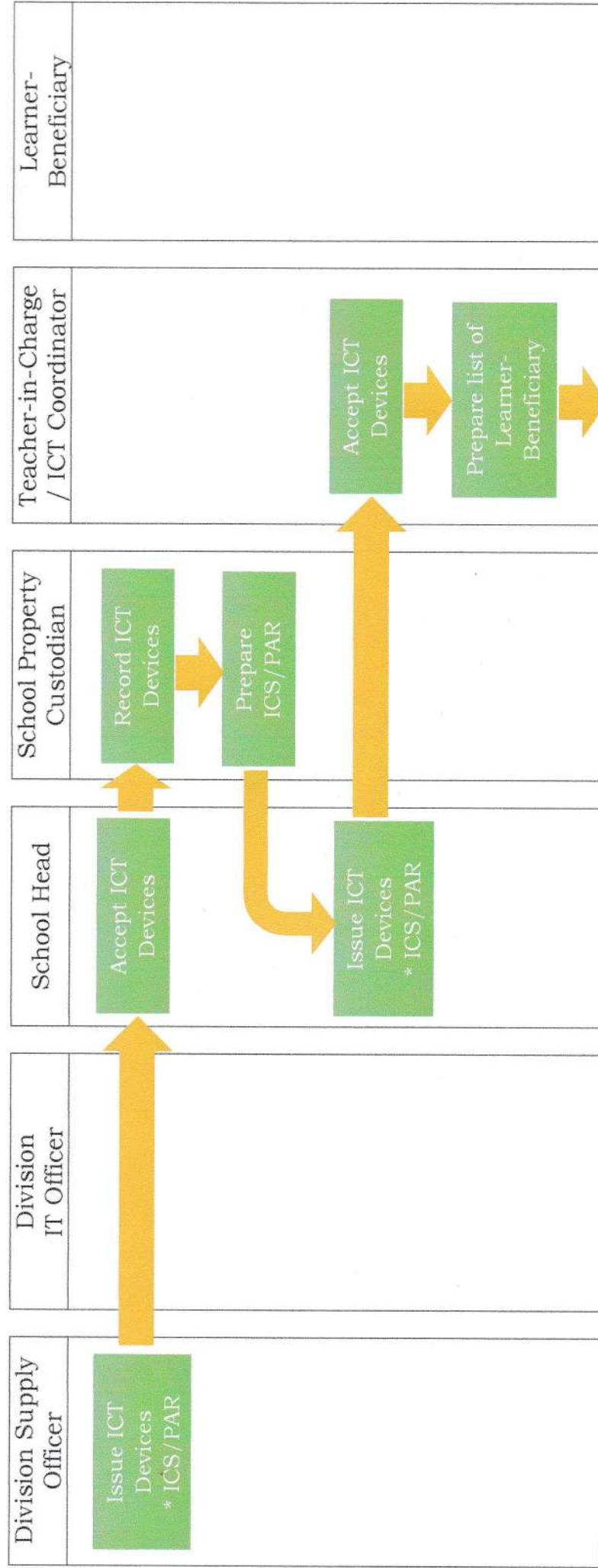


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Process Flow from Issuance to Disposal of ICT Devices



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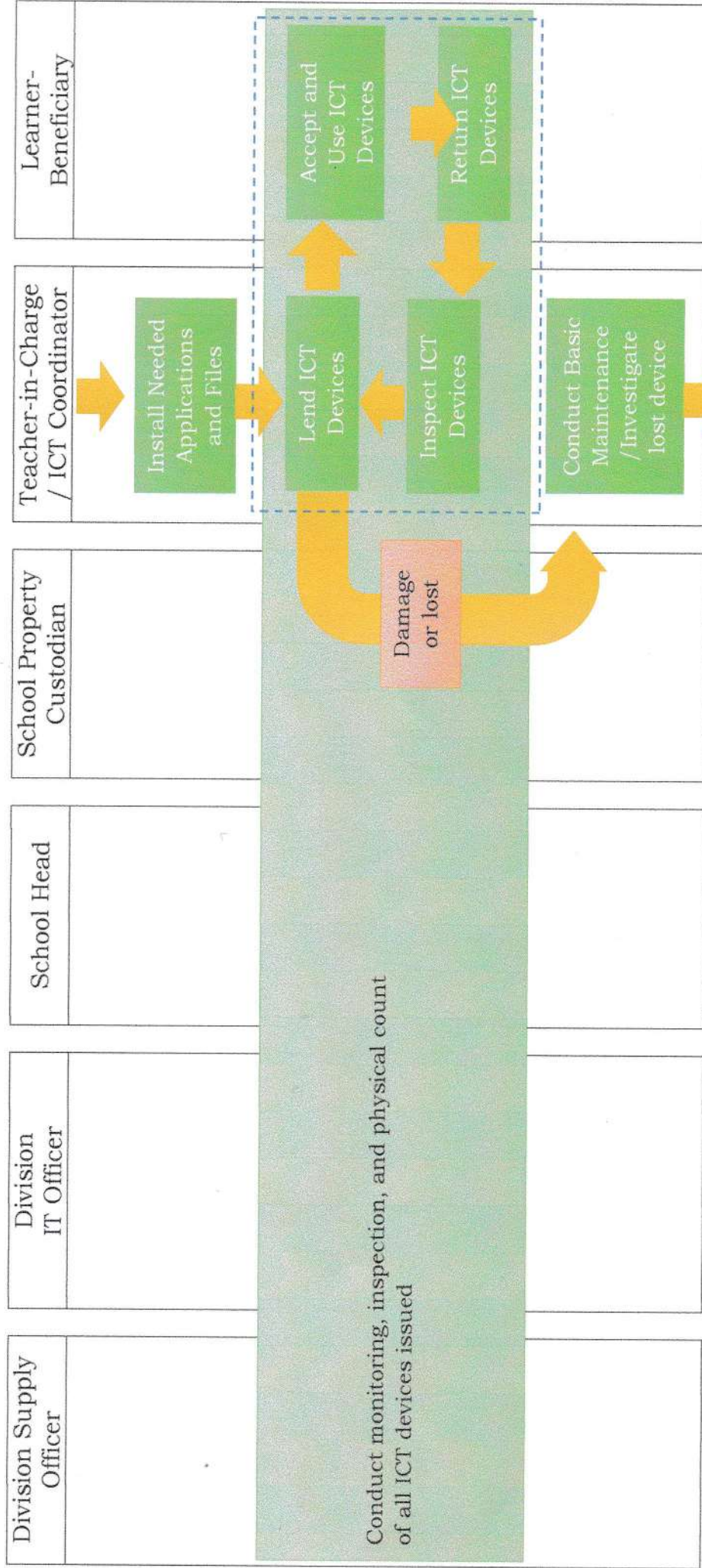




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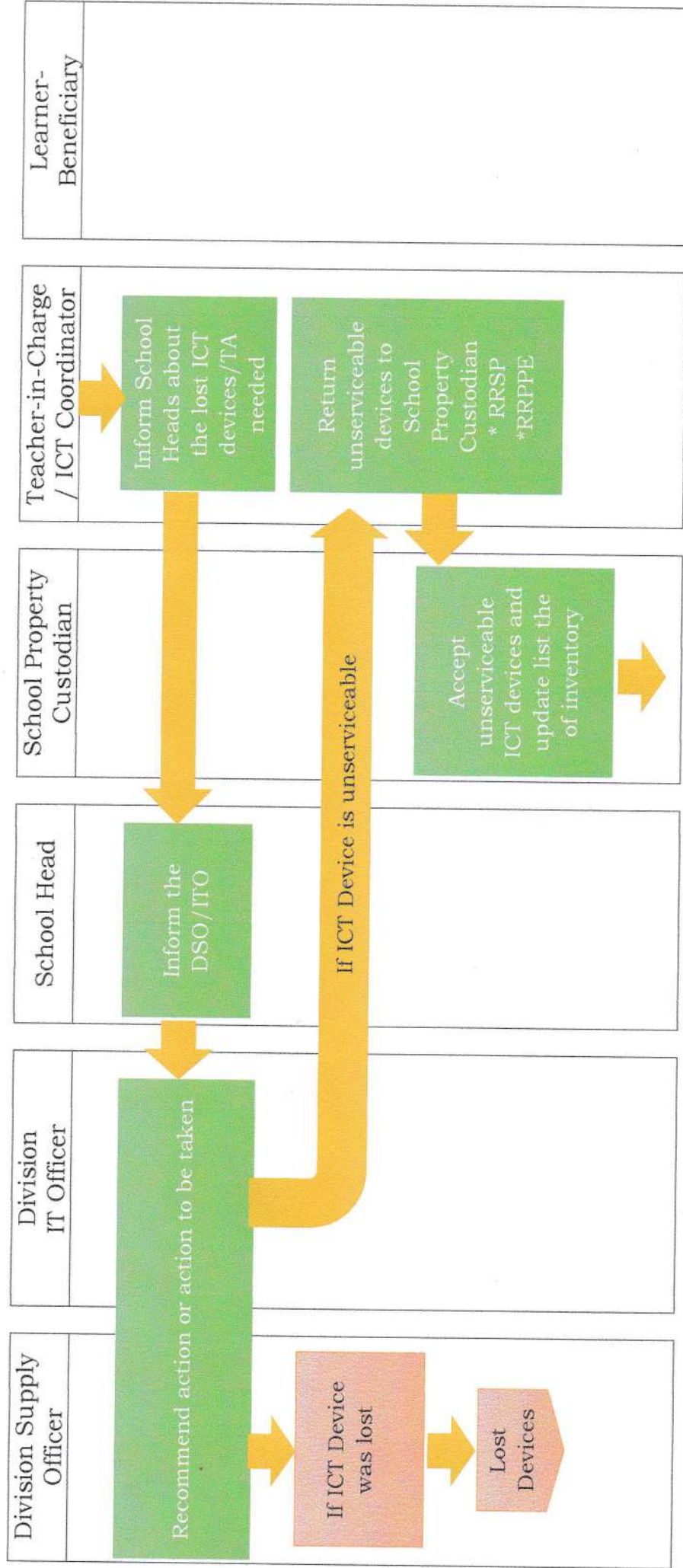




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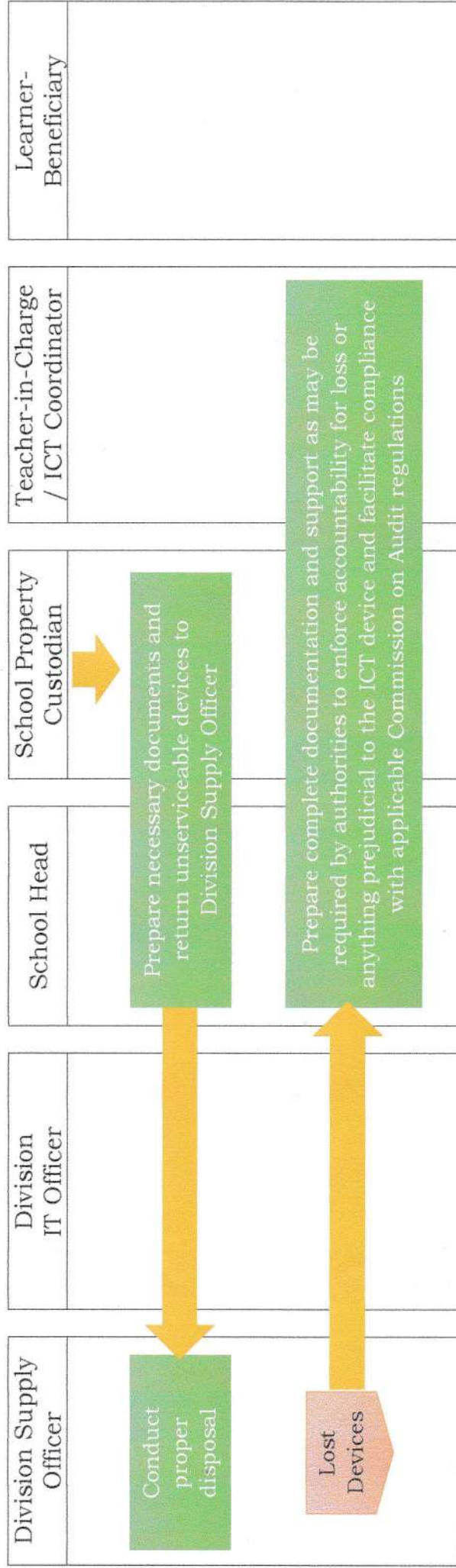




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