



DepEd Bulacan <bulacan@deped.gov.ph>

RM No. 052, s. 2022 - Regional Guidelines on the Issuance and Accountability of Parent_Guardian for the Borrowed ICT Devices and Other Related Matters

1 message

Department of Education Regional Office III <region3@deped.gov.ph>

Wed, Jan 26, 2022 at 11:49 AM

To: sdo.r3@deped.gov.ph

Cc: ICT UNIT <ictu.ro3@deped.gov.ph>, CHERYLEE ARTATES <cherylee.artates@deped.gov.ph>

Dear All,

Good day!

Resending the RM No. 052, s. 2022 - Regional Guidelines on the Issuance and Accountability of Parent_Guardian for the Borrowed ICT Devices and Other Related Matters with corrected series number (s. 2022), kindly disregard the previous email.

Apologies po for any inconvenience it may cause.

Thank you very much.

**Department of Education
Region III-Central Luzon**

D.M. Government Center, Maimpis, City of San Fernando (P)

Telefax Nos.: **(045) 598-8580 to 89**Email Address: region3@deped.gov.phWebsite: <https://region3.deped.gov.ph/>*For feedbacks, queries or complaints:**Type FEEDBACK <SPACE> MESSAGE and send to 744433733***For Smart, Sun & Talk N Text Subscribers**To conserve paper, do not print unless it is absolutely necessary.*

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RM No. 052, s. 2022 - Regional Guidelines on the Issuance and Accountability of Parent_Guardian for the Borrowed ICT Devices and Other Related Matters.pdf
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For Dissemination and Compliance

ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent
Schools Division of Bulacan



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DepEd-SDO of Bulacan, Office of the ODS

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By: _____
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RECORDS SECTION REGIONAL OFFICE NO.

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 N 0285

Date: JAN 25 2022

REGIONAL MEMORANDUM
 No. 052, s. 2022

**REGIONAL GUIDELINES ON THE ISSUANCE AND ACCOUNTABILITY OF
 PARENT/ GUARDIAN FOR THE BORROWED ICT DEVICES
 AND OTHER RELATED MATTERS**

To: Schools Division Superintendents
 Public Elementary and Secondary School Heads
 Division Supply Officers
 School Property Custodian
 School ICT Coordinators
 All Others Concerned

1. Following the issuance of OUA Memorandum 00-0122-0030, dated January 7, 2022, this Regional Memorandum aims to supplement and issue specific guidelines for the effective deployment of ICT devices to qualified learners.
2. Annex A provides updates on the details on the composition of the ICT-MMT (ICT Devices Management and Monitoring Team) including their respective functions, documentation process, data collection, and submission.
3. Annex B provides the type and specifications of ICT devices that are suitable to be released to qualified learners.
4. Annex C provides the conditions for selecting learner-recipients to borrow DepEd – issued ICT equipment, including the roles and responsibilities of the parents/guardians in the safekeeping and maintenance of these government – issued ICT equipment.
6. Annex D details the inspection and monitoring process of the ICT-MMT.
7. Annex E are the online forms and checklists to be used in the monitoring and inspection of borrowed ICT devices.
8. For activities requiring face to face or onsite meetings, such as issuance, inspection, and return of ICT devices, it is reminded that such transactions or meetings be done following the required health protocols mandated by the local government notwithstanding the alert level declaration from the IATF.



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9. For proper guidance and strict compliance.

MAY B. ECLAR, PhD, CESO III
Regional Director

Encls.: OUA Memorandum 00-0122-0030

References: OUA Memorandum 00-0122-0030

OUA Memorandum 00-0620-0030

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

COMPUTER EDUCATION

INFORMATION TECHNOLOGY

ORD/ictu1

January 21, 2022

R03_ORD_ICTU-MEMO-2022-00002



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ANNEX E

FORMS AND CHECKLISTS

FORM 1. LEARNER'S QUALIFICATION CHECKLIST TO BORROW ICT DEVICES

LRN: _____
Learners Complete Name: _____
Grade and Section: _____
Parent or Guardian's Name: _____
Complete Address: _____
Mobile Number: _____

- _____ 1. Learner is enrolled in an online, blended online and offline learning modality.
- _____ 2. Learner does not own any ICT device.
- _____ 3. Learner has competence to use and maintain ICT device.
- _____ 4. Household is energized and has stable internet connectivity for online learning.
- _____ 5. Parent/guardian agrees and conforms with the KUSANG-LOOB NA PANGAKO
- _____ 6. Parent/guardian shall make sure that the ICT device will be utilized properly by the learner.
- _____ 7. Parent/guardian shall ascertain the security, maintenance and upkeep of the ICT device.
- _____ 8. Parent/guardian conforms to the scheduled checkup of the ICT device set by the school.



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ANNEX D

MONITORING AND INSPECTION PROCESS

1. Monitoring

Advisers or subject teachers handling homeroom or classes online shall take charge of the monitoring of the device loaned to qualified learners under their class.

Form 2 of Annex E shall be used to assess the device's functionality. The School ICT Coordinator shall create a corresponding online form for ease of consolidation of data to be collected.

2. Inspection

Inspection shall be done onsite upon submission of modules from parents/guardians. The onsite inspection shall use Form 3 of Annex E.

The School ICT Coordinator and Property Custodian shall be present to check functionality and completeness of the ICT Device.

3. Issuance and Return of ICT Device

- a. The class adviser and/or subject teacher shall accomplish and submit Form 1 of Annex D to the School's Property Custodian for appropriate documentation of inventory.
- b. The School ICT Coordinator shall make the necessary configurations, and tests as to functionality and usability.
- c. The class advisory and/or Property Custodian shall orient the parent/guardian on their responsibilities and accountabilities in the safekeeping and maintenance of the ICT device.



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ANNEX C

ELIGIBILITY OF LEARNERS TO BORROW ICT DEVICES

The eligibility of learners shall depend on the following criteria:

1. **SCHOOL:**

1.1. The school is offering online learning modality, whether blended online and offline or offline digital.

1.2. The school has the capacity to provide, designate or outsource online and/or onsite ICT technical assistance on troubleshooting, repair, and aftersales service should the ICT device issued to the learner is still within warranty period.

2. **LEARNER:**

2.1. The learner is enrolled in a class offering online learning (blended online or offline digital).

2.2 The learner is competent to use and maintain an ICT device (preferably 2019 model onwards).

2.3 The learner does not have the capacity to own an ICT device (preferably 2019 model onwards).

2.4 Household is energized (with stable electricity) whether on-grid or off-grid (for rechargeable devices).

3. **PARENT/GUARDIAN:**

3.1 Agrees and conforms with the KUSANG-LOOB NA PANGAKO.

3.2 Shall ascertain the security, maintenance, and upkeep of the ICT device issued to his/her child/ward.

3.3 Shall be accountable for any loss or damage resulting from negligence or improper utilization.



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ANNEX B

TYPES AND GENERAL SPECIFICATIONS OF ICT DEVICES THAT ARE ELIGIBLE TO BE LOANED OUT TO QUALIFIED LEARNERS

1. DCP (DepEd Computerization Program) Devices

For DCP devices, only standalone, portable multimedia devices under DCP 2019 onwards are allowed to be loaned to qualified learners.

2. Donated Devices

For ICT devices donated to schools, only those with technical specifications detailed under OUA Memorandum 00-0620-0030, dated June 8, 2020 entitled MINIMUM SPECIFICATIONS FOR ICT EQUIPMENT AND INTERNET SERVICES TO BE DONATED TO SCHOOLS, TEACHERS, AND/OR LEARNERS, MICROSOFT LICENSING, AND DONATION MATTERS shall be allowed to be loaned to qualified learners.

3. Portable/ Mobile ICT Devices procured under SEF (Special Education Fund) by the Schools Division Office or the Schools themselves.



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ANNEX A

The ICT Devices Management and Monitoring Team

1. Composition of the ICT-MMT (ICT Devices Management and Monitoring Team):

1.1. The ICT – MMT shall comprise of the following:

Chairperson	:	School Head
Vice Chairperson(s):		School Property Custodian School ICT Coordinator
Members	:	Head Teachers and Master Teachers

2. Roles and responsibilities:

2.1 School Head – They shall serve as the approving authority in the issuance of ICT devices to qualified learners.

2.2 School Property Custodian – shall take charge of the issuance, receipt, reporting and maintenance of all ICT devices that will be loaned to qualified learners. They shall also take charge of warranty claims should any of the ICT devices require after-sales service from their suppliers.

2.3 School ICT Coordinator – shall perform inspection and maintenance duties in coordination with the School Property Custodian and ICT-MMT members in the general upkeep of the ICT devices.

2.4 Head Teachers and Master Teachers – as members they shall document and update both the School Property Custodians and School ICT Coordinators of the condition of the ICT devices issued to their respective learners following the process in Annex E. However, class advisers and subject/grade level heads can act as members in the absence of the above-mentioned positions in the school.



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____ 9. Parent/guardian agrees to all accountabilities resulting from loss, damage or from negligence due to improper utilization of the ICT device.

____ 10. Parent/ guardian agrees to cover financial accountabilities should the ICT device in their care incur damages not covered by warranty.

FORM 2. TEACHER'S CHECKLIST FOR ONLINE DEVICE INSPECTION OF DEVICE

LRN: _____

Learners Complete Name: _____

Grade and Section: _____

Type of Device Issued: (Refer to Annex B – all other device details should be provided by the Property Custodian) _____

Peripherals and / or Accessories (if available): _____

1. The microphone is functioning (Yes/No)
2. The front camera is functioning (Yes/No)
3. The back camera is functioning (Yes/No)
4. The wireless connection able to instantly connect to the internet (Yes/No)
5. Device has cracks (Yes/No)
6. Device's power button is easy to function (Yes/No)
7. For devices with touchscreens, is the device's touch screen functional (Yes/No)
8. Device is charging (Yes/No)
9. Device's battery lasts for the desired period (Yes/No)
10. Device has user-friendly Operating System (Android, Windows) (can be scaled)
11. Device's screen displays the correct color (Yes/No)
12. Device's screen brightness is enough for the needs of end-user (Yes/No)
13. Device's screen resolution is enough for the needs of end-user (Yes/No)
14. Audio quality is enough for the needs of end-user (Yes/No)
15. Device suddenly stops functioning when in use (Yes/No)
16. Device heats up excessively when in use (Yes/No)
17. Device's settings can be adjusted easily (Yes/No)
18. Storage capacity is enough (Y/N)
19. MicroSD Card is present (Y/N)
20. Device Charger present and working (Y/N)
21. Type C USB cable present (Y/N)



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FORM 3. TEACHER'S CHECKLIST FOR ONSITE INSPECTION OF DEVICE

Name of Borrower : _____

Grade/Year Level and Section: _____

Name of Adviser : _____

Name of Guardian : _____

Item Description : _____

Date Borrowed : _____

Date Returned : _____

Date of Inspection : _____

_____ Item is clean and with no scratches or dents when returned.

_____ All peripherals attached with the item returned are complete.

_____ Item has powered on successfully.

_____ No additional applications were found installed in the item (e.g. games and other apps not recommended by the school)

Inspected by:

School ICT Coordinator

School Property Custodian

Conformed:



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Signature of parent/guardian over printed name



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