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Schools Division Superintendent

MEMORANDUM
OUICT-MEM-110626-O1-1

TO : **REGIONAL DIRECTORS**
REGIONAL INFORMATION TECHNOLOGY OFFICERS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION TECHNOLOGY OFFICERS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **ATTY. MARCELINO G. VELOSO III**
Undersecretary, Information and Communications Technology

SUBJECT : **GUIDELINES ON THE SELECTION OF LAPTOPS FOR TEACHERS (L4T) RECIPIENTS UNDER DCP FY 2025C AND FY 2026**

DATE : **November 6, 2026**

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1. Purpose and Coverage

1.1. The **Teacher Assignment for Laptop Allocation (TALA)** system, accessible at tala.deped.gov.ph, shall serve as the platform for School Heads to prepare, record, certify, and finalize recipient lists for the **Laptops for Teachers (L4T)** initiative under the **DepEd Computerization Program (DCP)**.

1.2. This Memorandum establishes the criteria for selecting teacher-recipients of DCP laptops funded under Fiscal Year (FY) 2025 Continuing Appropriations and FY 2026 appropriations.

1.3. From 2022 to 2025, the Department of Education (DepEd) procured and delivered 140,430 laptops for teachers under the DCP. An additional 231,725 laptops have since been procured under L4T, bringing the total number procured to 372,155.

1.4. These quantities remain insufficient to provide a laptop to each of the approximately 900,000 public school teachers nationwide. Distribution shall therefore be prioritized to address gaps in laptop access.

1.5. Distribution shall begin with schools that have not previously received laptops for individual issuance to teachers, whether through DepEd, other government agencies, local government units (LGUs), or donations

formally accepted by a school or DepEd office. Individual recipients shall be subject to the "*No serviceable issued laptop*" criterion set out in this Memorandum.

1.6. Within each school, selection shall prioritize teachers with the greatest need for a functional laptop, considering their existing access to devices, instructional responsibilities, and digital readiness. These criteria, detailed under Section 4 herein, shall be applied consistently, fairly, and equitably.

2. Allocation and School Selection

2.1. The available budget determined the total number of laptop units. Units were allocated proportionately based on teacher counts following the formula below:

Level	Formula
Region	*(Regional Teacher Count ÷ National Teacher Count) x Total Number of Laptop Units*
Division	*(Division Teacher Count ÷ Regional Teacher Count) x Regional Allocation*
School	*(School Teacher Count ÷ Division Teacher Count) x Division Allocation*

2.2. Schools were further screened against records of DCP packages received from 2022 to 2025.

3. Teacher Eligibility

3.1. **Active Teaching Assignment and Career Status.** The teacher must hold an active teaching load/assignment in a listed school, both at nomination and upon actual laptop issuance, subject to the following rules:

3.1.1. *Promotion within the Teaching Career Line.*

3.1.1.1. A recipient promoted to a higher position within the teaching career track (e.g., Teacher IV–VII, Master Teacher I–V) who maintains an active instructional load shall retain the issued laptop.

3.1.1.2. In the event of a reassignment or transfer to another public school, the accountability for the device shall be formally transferred to the receiving station following existing government property and accounting rules. Additional guidelines in relation to TALA shall be issued in relation to transfers.

3.1.2. *Promotion or Transfer Outside the Teaching Career Line.*

3.1.2.1. A recipient who is promoted, reclassified, designated, or reassigned to a position outside the teaching career line – including school administration (e.g., School Principal), instructional supervision (e.g., Public Schools District Supervisor, Education Program Supervisor), or purely

non-teaching administrative functions – shall no longer be eligible to retain the issued laptop.

3.1.2.2. The laptop must be surrendered to the School Property Custodian upon assumption of office. Surrendered units shall be reallocated to the next eligible classroom teacher on the certified alternates list in TALA.

3.1.3. *Change in Status Prior to Issuance.*

3.1.3.1. If a nominated teacher assumes a non-teaching role, resigns, or otherwise ceases to have an active teaching assignment before device issuance, the School Head shall record the disqualification in TALA and issue the unit to the next ranked alternate.

3.2. **No serviceable issued laptop.** The teacher must not currently possess a serviceable government- or school-issued laptop issued from January 1, 2023 through November 6, 2026. This covers laptops issued or provided by DepEd, other government agencies, local government units (LGUs), and donated laptops formally accepted by a school or DepEd office and individually issued to the teacher. Delivery of DCP L4T 2022 units began in 2023. *Shared equipment and personally purchased laptops do not disqualify a teacher.*

3.3. **Account and authentication.** Before laptop issuance, the teacher must have an active DepEd account with two-factor authentication (2FA) or the applicable multifactor authentication enabled.

3.4. **Verification and assistance.** The Information and Communications Technology Service (ICTS) shall verify account status and compliance with the applicable authentication requirement. If either requirement is unmet, the School Head shall notify the teacher and arrange assistance through the Schools Division Office (SDO). If either requirement remains unmet after notice and assistance, the teacher shall be ineligible for this distribution, and the unit shall be assigned to the next eligible alternate under Section 5.5.

3.5. **Previous recipients.** A previous recipient may qualify, subject to the other eligibility requirements, if official records establish that the previously issued laptop was:

3.5.1. declared unserviceable and decommissioned;

3.5.2. lost or rendered unusable by a calamity; or

3.5.3. lost through theft or robbery.

4. Selection and Prioritization

4.1. Where eligible teachers outnumber available laptops, schools, through the School Heads, shall apply the following priorities and procedures.

4.2. **Order of priority.** Eligible teachers shall be considered in the following order:

4.2.1. **First priority:** Teachers who have never been individually issued a laptop from any source covered by Section 3.2 and who demonstrate EdTech leadership as described below.

4.2.2. **Second priority:** Teachers who have never been individually issued a laptop from any source covered by Section 3.2.

4.2.3. **Third priority:** Eligible previous recipients under Section 3.5 herein.

4.3. Each priority group shall be fully accommodated before the next group is considered.

4.4. **EdTech leadership.** First priority consideration shall be based on active support for technology integration in teaching and learning, including instructional responsibilities and contributions to helping other teachers use technology effectively. Teachers in this group may include Educational Technology Champions, ICT Coordinators, and Khan Academy Teachers. Designation alone shall not confer priority.

4.5. **Equity and fairness.** Selection shall be based on instructional need and equitable access. Seniority, position, and non-teaching duties shall not confer priority.

4.6. **Drawing of lots.** If eligible teachers within a priority group outnumber the remaining available units, the school shall select recipients through a documented drawing of lots within that group, witnessed by a teacher representative and the School Property Custodian. Schools may use TALA's digital draw or conduct a manual draw. All results, including ranked alternates, shall be recorded and retained in TALA. The same order of priority shall apply to alternates.

4.7. **Transparency and validation.** Schools shall share the selection criteria and proposed recipient list with teachers for verification and factual corrections. Unresolved concerns shall be referred to the SDO.

4.8. **Allocation limits.** The number of selected recipients shall not exceed the school's approved laptop allocation. Schools shall report unused units to the SDO for coordination with ICTS. Schools shall not independently modify eligibility rules or transfer allocations.

5. **Submission and Validation**

5.1. **TALA access and school workspaces.**

5.1.1. The School Heads may access TALA through any of the following options, where enabled:

5.1.1.1. Sign in through the Learner Information System's (LIS) single sign-on (SSO);

5.1.1.2. Sign in [redacted] school email account (**<school-id**[redacted] or

5.1.1.3. Sign in with an individual DepEd email account and request access using the school's Basic Education Information System (BEIS) School ID. Under this route:

5.1.1.3.1. The designated Division Information Technology Officer shall approve or reject requests for schools within the Officer's Division.

5.1.1.3.2. The School Head or Officer-in-Charge (OIC) may enter the requested school workspace after approval.

5.1.2. Access to school records and selection evidence shall be limited to authorized users for the school or function concerned.

5.1.3. TALA, accessible at https://tala.deped.gov.ph, shall be the official channel for teacher-recipient list submissions.

5.2. **Recipient list and laptop inventory.**

5.2.1. The School Head shall review teaching assignments and relevant individual laptop issuance history with the School Property Custodian using available records, including earlier assignments where applicable.

5.2.2. The School Head and School Property Custodian shall resolve relevant unknown or conflicting findings before including an affected teacher. Roster inclusion or the absence of an inventory entry does not establish that no previous issuance occurred.

5.2.3. Before finalization, the School Head/OIC shall certify the exact recipient list and ranked alternates through one explicit confirmation in TALA. The Property Custodian shall be identified as the participating records reviewer.

5.2.4. Finalization in TALA constitutes the school's official submission. TALA shall preserve the certified list and selection records and generate a receipt showing the reference, revision, recipient count, and timestamp. A downloadable PDF shall be available.

5.2.5. In the signed compliance certification, the School Head confirms that:

5.2.5.1. the listed recipients' teaching assignments and relevant laptop issuance history were reviewed with the School Property Custodian using available school records;

5.2.5.2. the recorded findings support their eligibility under the applicable allocation rules;

5.2.5.3. the selection followed the applicable priority and selection rules; and

5.2.5.4. the list is within the approved allocation, and the certification covers the exact recipients and ranked alternates shown in the record.

5.3. **Deadline.**

5.3.1. School Heads shall finalize the recipient list in TALA **by November 15, 2026**, after completing the requirements under Section 5.2.

5.4. **Accountability.** The School Head shall ensure that the submitted list complies with this Memorandum.

5.5. **Substitutions.**

5.5.1. If a teacher on the finalized list declines the laptop, is found ineligible, or otherwise needs to be replaced before issuance, the School Head shall record the reason in TALA.

5.5.2. The School Head shall select the next eligible teacher from the ranked alternates recorded for the original selection, following the priority rules in Section 4 and staying within the school's approved allocation.

5.5.3. The School Head shall then certify and finalize the revised list in TALA.

6. **General Reminders**

6.1. Laptops issued under the DCP, as well as those formally accepted by the school, shall remain government property. School heads shall ensure their proper recording, safekeeping, maintenance, and use for official purposes.

6.2. Procurement, inspection, delivery, acceptance, transfer, and issuance shall follow existing regulations. Each laptop shall be issued to the recipient teacher through the prescribed accountability document.

6.3. Upon retirement, resignation, or other separation from service, recipient teachers shall return their assigned laptops to the responsible supply officer or property custodian. School heads shall ensure that returns are properly documented and accountability records updated.

6.4. Loss, theft, damage, or malfunction shall be promptly reported to the School Head and responsible supply officer or property custodian. Assessment, repair, disposal, and settlement of accountability shall follow applicable regulations.

6.5. Laptops shall be enrolled in DepEd's Mobile Device Management (MDM) system. Unauthorized removal of, tampering with, or circumvention of MDM controls is prohibited.

6.6. The sale, pawning, or any form of transfer of these devices without proper authorization from the School Head and School Property Custodian is strictly prohibited. Devices involved in unauthorized transactions may be remotely restricted or disabled.

6.7. Persons responsible for violations shall be subject to appropriate administrative proceedings and, where warranted, criminal charges under applicable laws, with due process.

7. For questions, contact Engr. Marvin M. Dela Cruz, ICTS-Technology Infrastructure Division (TID), at icts.tid@deped.gov.ph.

8. Please disseminate and implement these guidelines.