



Republic of the Philippines  
Department of Education  
Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



January 17, 2022

**DIVISION MEMORANDUM**  
OSDS-ICTU-DM- 27

**SCHOOL-BASED MONITORING COMMITTEE; ISSUANCE AND ACCOUNTABILITY OF PARENT/GUARDIAN FOR THE BORROWED ICT DEVICES AND OTHER RELATED MATTERS**

TO: Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
School Heads  
Property Custodian  
District/School ICT Coordinators  
Teachers Concerned  
All others concerned

1. Pursuant to the attached OUA Memo 00-0122-0030 dated January 7, 2022 and UnNumbered Regional Memo dated January 11, 2022, a **School ICT Devices Management and Monitoring Team (ICT-MMT)** shall be formed for the distribution of tablets and ICT-related devices or equipment and in monitoring other related incidents or activities.
2. Consistent with DepEd OUA Memo No. 00-0720-0063, s. 2020 (*Guidelines on the Use of Devices Borrowed by Learners*), ICT devices are only intended to be lent to/borrowed by **qualified learner-beneficiaries**. They shall be duty-bound to return the ICT device to ensure its long-term viability and use by other qualified learner-beneficiaries. Return shall be made on a periodic basis for an interval of no longer than every end of school semester.
2. The **ICT-MMT** shall be comprised of the following: (per DepEd Order No. 78 s. 2010-Guidelines on the Implementation of the DepEd Computerization Program(DCP))
  - a. Chairperson : School Head
  - b. Vice-Chairperson : School ICT Coordinator
  - c. Members : School Property Custodian, Subject Heads, School's Class Adviser, Subject Teacher, Grade Level Heads, Teaching Personnel with rank of Head Teacher and Master Teachers.
3. Schools through its ICT-MMT, shall **prepare a list of potential learner beneficiaries** and must be submitted to the Schools Division Office c/o ICT Unit Office until **February 1, 2022** subject to the approval of the Schools Division Superintendent following the minimum standards listed and compliant to the process of distribution indicated and listed in detailed on the said memo. Before the distribution, list of potential learner beneficiaries must be approved first by the Schools Division Superintendent.
4. All the guidelines and procedures stated in the said OUA Memo and Division Memo will be strictly followed.
5. For queries, Technical Assistance, and additional information, please contact the ICT Unit (CP#09291383262) or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

  
**SUSAN S. COLLANO**

Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes  
052-8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo - Region V - Catanduanes



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**OUA MEMO 00-0122-0030**  
**MEMORANDUM**  
07 January 2022

**For: Regional Directors**  
**Schools Division/ City Superintendents**  
**Heads, Public Elementary Schools, Junior and Senior High Schools**  
**All Other Concerned**

**Subject: SCHOOL-BASED MONITORING COMMITTEE; ISSUANCE AND**  
**ACCOUNTABILITY OF PARENT/GUARDIAN FOR THE BORROWED**  
**ICT DEVICES AND OTHER RELATED MATTERS**

As part of DepEd's Basic Education Learning Continuity Plan, provisions for technology-based support for learners, in terms of ICT equipment continue to be encouraged and made. This includes the procurement and distribution of ICT equipment such as laptops, tablets, and other ICT-related devices or equipment intended for distribution to Schools. These shall be used solely for DepEd sanctioned educational purposes.

Consistent with DepEd OUA Memo No. 00-0720-0063, s. 2020 [Guidelines on the Use of Devices Borrowed by Learners], ICT devices are only intended to be lent to/borrowed by qualified learner-beneficiaries. They shall be duty-bound to return the ICT device to ensure its long-term viability and use by other qualified learner-beneficiaries. Return shall be made on a periodic basis to be determined by the Schools Division Office concerned for an interval of no longer than every end of school semester.

1. DepEd Order No. 5, s. 2010 [Guidelines on Inspection of DepEd Deliveries], a **School ICT Devices Management and Monitoring Team (ICT-MMT)** shall be



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), 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](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

financial accountability arise, reference shall be made to applicable DepEd and Commission on Audit issuances.

2. Inspect delivered ICT-device and ensure these are in accordance with the requisite specifications approved by the procuring authority. Inspection shall be conducted jointly with the appropriate 'Inspectorate Team' under Republic Act No. 9184 and its implementing regulations.
3. Oversee compliance with the following process of distribution of the ICT device:
  - a. Schools, through its ICT-MMT, shall prepare a **list of potential learner beneficiaries.**
  - b. The list shall be submitted to the Schools Division Office. In so far as may be practicable, background check and vetting of compliance with the minimum standards earlier listed shall be made. The Schools Division Office shall release the approved list of beneficiaries.
  - c. The forms to be accomplished shall be as follows:
    - The **'Property Acknowledgement Receipt'** and the **'Inventory Custodian Slip'** shall be accomplished, safekept and made readily accessible by the School Property Custodian in accordance with DepEd OUA Memo No. 00-0720-0063, s. 2020. Digital or printed copies shall be furnished to the ICT-MMT upon the latter's request.
    - Agreement form ("KUSANG-LOOB NA PANGAKO"), appended as **'Attachment A'** of this issuance. This shall be signed by the Parent/Guardian, the learner-beneficiary concerned and the School Adviser.
4. Monitor, through periodic device inspection and home visitation. For this purpose, the ICT-MMT members (i.e. School's Class Adviser, Subject Teacher, Subject Heads, Grade level heads, together with teaching personnel with a rank of head Teacher and Master Teachers), shall comprise monitoring teams and shall participate in the home visitation.
  - a. ICT-MMT members may form composite teams to ensure timely monitoring, device inspection and home visitation.
  - b. After home visitation, the monitoring team submits a written report showing the following:



formed for the distribution of tablets and ICT-related devices or equipment and in monitoring other related incidents or activities.

- a. The Schools Division Office shall ensure, facilitate and provide technical assistance as may be needed, in the formation of the **School ICT Devices Management and Monitoring Team (ICT-MMT)**.
- b. Schools which have an existing DepEd Computerization Program-Program Management Committee [DCP-PMC] previously created under DepEd Order No. 78, s. 2010 [*Guidelines on the Implementation of the DepEd Computerization Program (DCP)*], may reconstitute as its ICT-MMT in accordance with this issuance.
- c. The **ICT-MMT** shall be comprised of the following:
  1. Chairperson: School Head
  2. Vice-chairperson: School ICT coordinator
  3. Members: School Property Custodian, Subject Heads, School's Class Adviser, Subject Teacher, Subject Heads, Grade level heads, teaching personnel with a rank of head Teacher and Master Teachers.
- d. The **ICT-MMT** shall perform the following functions:
  1. Ensure observance of the minimum standards for distribution of tablets and other ICT devices.

The following minimum standards shall be observed:

- The School offers on-line learning modality or has students currently enrolled who chose **online learning modality**.
- The learner-beneficiary is a student who is both 'in need' and has the competence to use the tablet. A student in need is one who could not afford to buy at least a Year 2019 model tablet or 2019 model ICT device.
- The School is capable of providing technical assistance on the proper use and safekeeping of tablets.
- Either the School or the parent/guardian shall ensure stable online access to the student-beneficiary.
- The Parent (or Guardian in the absence if a parent) shall execute the required Agreement form ("**KUSANG-LOOB NA PANGAKO**") for the diligent care of the ICT device and accountability in case of improper use, damage, loss, or anything prejudicial to the device or contrary to the intended purpose of its distribution.



- Status and findings regarding the ICT device (i.e. still working, in good condition, with damage etc.).
  - Recommended action or action taken, if applicable (i.e. commended for diligent care of device, warning due to improper use, warning, recommend taking back ICT device etc.).
- c. Home visitation must be conducted at least once a month. However, the Chairperson of the ICT-MMT may approve its suspension due to pandemic-related restrictions, or fortuitous events. In such events, the ICT-MMT must ensure the conduct of monitoring at least once a month through other means.
- d. The monitoring team/home visitation team shall provide information and submit written reports as may be required by the ICT-MMT or other DepEd officials or authorities.
5. Prepare 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 to facilitate compliance with applicable Commission on Audit regulations in cases of damage, prejudice, or loss of government property.

For compliance and appropriate action.

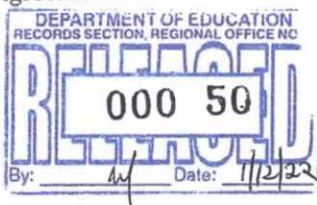

  
**ALAIN DEL B. PASCUA**  
 Undersecretary

References:

- DepEd Order No. 5, s. 2010, *Guidelines on Inspection of DepEd Deliveries*
- DepEd Order No. 78, s. 2010, *Guidelines on the Implementation of the DepEd Computerization Program*
- DepEd OUA Memo No. 00-0720-0063, s. 2020, *Guidelines on the Use of Devices Borrowed by Learners*

Enclosures:

- **'Attachment A'**: Agreement form - "KUSANG-LOOB NA PANGAKO"



January 11, 2022

To : **School Division Superintendents**

For information and compliance

  
**GILBERT T. SADSAD**  
 Regional Director

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Munisipalidad/Lungsod ng \_\_\_\_\_ ) S.S.  
Probinsya ng \_\_\_\_\_ )  
x-----x

### **KUSANG-LOOB NA PANGAKO**

Ako si \_\_\_\_\_ (kumpletong pangalan ng magulang o guardian), nasa hustong edad, nakatira sa \_\_\_\_\_ (kumpletong address), ay nangangako, nanunumpa ayon sa batas, at nagpapatotoo na aking tutuparin ang mga sumusunod:

1. Na napag-alaman ko na si \_\_\_\_\_ (kumpletong pangalan ng Learner-Beneficiary) na isang \_\_\_\_\_ (Grade level) sa \_\_\_\_\_ (pangalan ng paaralan) sa \_\_\_\_\_ (syudad/lungsod, probinsya) ay napiling 'learner-beneficiary' ng Department of Education Schools Division Office para makatanggap ng gamit na \_\_\_\_\_ (ilagay anung ICT Device i.e. tablet, laptop, cellphone and specifications).
2. Na bilang magulang (/guardian), aking tinatanggap ang sumusunod:
  - a. Hindi ito bigay, kundi pahiram lamang sa amin ang nasabing gamit. Hindi namin ito pag-aari kundi mananatili itong pag-aari ng Department of Education na kinakatawan ng paaralan at ng Schools Division Office.
  - b. Kami ang may obligasyon na siguruhing mayroong kaming maayos at sapat na internet connection o data load para sa internet connection na kakailanganin para sa on-line learning.
  - c. Obligasyon naming seguraduhin na ito ay aalagaan ng wasto, proteksyunan laban sa hindi tamang pag-gamit, pagkasira, pagkawala, pag-download ng ibang programs o software, o sa paggamit nito sa anumang paraan na hindi makakabuti dito.
  - d. Gagamitin lamang ito ng learner-beneficiary at hindi ninuman – at para lamang sa mga bagay na kunektado sa DepEd activities na angkop o inabiso ng guro, eskwelahan o ng pamunuan ng DepEd.
  - e. Obligasyon kong ibalik ito ng agaran sa tuwing ito ay i-inspect, icheck, o sa anumang oras o panahon na ire-require itong ipakita o ibalik ng opiyales o pamunuan ng DepEd.
  - f. Ipagbibigay-alam ko agad, sa lalong madaling panahon, sa sinumang guro o principal ng learner-beneficiary kung sakaling ang gadget ay nawala, nasira, o may nangyaring anumang hindi maganda dito.
3. Na, ako ay nangangakong magbabayad ng anumang danyos sakaling mawala, masira o anumang hindi maganda ang naganap sa pinahiram na gadget. Tinatanggap ko at hindi ko tataliwasan na ang halaga ng aking babayaran ay ang halaga na base sa itinakdang

'computation' ng DepEd base sa mga regulasyon nito at sa Commission on Audit.

4. Na ako ay pumapayag na gamitin, at ibibigay o isusumite ko, sa pamunuan ng eskwelahan, Schools Division Office, at ng Department of Education sa kabuuan, ang anumang impormasyon, datos, o dokumentong aking pinirmahan, ibinigay, o hiningi/hihingi sa akin, na kunektado sa mga programa, pagkilos, iniatiba o anumang legal na aksyon o kaso na maaring gawin o ihain ng Department of Education.
5. Na ginawa ko ito upang patotohanan ang aking mga nalalaman, mga obligasyon/responsibilidad, at ang lahat ng mga nakasaad rito. Maari itong gamitin sa anumang legal na paraan at ng naayon sa batas.

**BILANG PATUNAY** sa lahat ng mga nakasaad dito ay akin itong nilagdaan ngayong \_\_\_\_\_ sa Munisipalidad/Lungsod/Probinsya ng \_\_\_\_\_ ng malaya, buong pang-intindi, boluntaryo at kusang loob. Pinapatotohanan ko na lahat ng nakasaad dito ay tama at totoo.

**NAGPAPATOTOO AT NANGANGAKO: LEARNER-BENEFICIARY:**

(Lagda sa ibabaw ng pangalan:  
Magulang/Guardian)  
(Government-issued ID  
Expiration date)

(Lagda sa ibabaw ng pangalan:  
Learner-Beneficiary)  
(Government-issued ID  
Expiration date)

**SAKSI:**

(Lagda sa ibabaw ng pangalan:  
School Principal)  
(Government-issued ID  
Expiration date)

(Lagda sa ibabaw ng pangalan:  
Class Adviser)  
(Government-issued ID  
Expiration date)

**SINUMPAAN AT NILAGDAAN** sa aming harapan nitong \_\_\_\_\_ sa Munisipalidad/Lungsod/Probinsya ng \_\_\_\_\_. Pinatunayan ko na aking sinuring mabuti ang mga nakasaad dito at ako ay nasiyahan na naintindihan ng pumirma ang nilalaman ng dokumentong ito at ito ay pinirmahan ng malaya, buong pang-intindi, boluntaryo at kusang loob.

Dok. Blg. \_\_\_\_;  
Pahina Blg. \_\_\_\_;  
Libro Blg. \_\_\_\_;  
Serye ng 202\_\_.