



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL




07 April 2021

Regional Memorandum

**ISSUANCE OF DONATED ICT GADGETS TO THE REGIONAL FEDERATION OFFICERS OF
SUPREME PUPIL AND SUPREME STUDENT GOVERNMENT**

To **Schools Division Superintendents**

1. In reference to OUA Memorandum 00-0321-0239 dated March 13, 2021 entitled **GUIDELINES ON THE ISSUANCE AND USE OF DONATED ICT GADGETS**, attached is the official list of the beneficiaries from Region IV-A CALABARZON
2. The schedule of distribution from the Regional Office will be announced on a separate advisory.
3. Attached also are the Memoranda entitled **GUIDELINES ON THE USE OF DEVICE BORROWED BY LEARNERS** and **GUIDELINES ON THE ISSUANCE AND USE OF DONATED ICT GADGETS** for your reference.
4. For further information, you may contact Mr. Neil B. Evangelista and Mr. Alberto C. Colasito, Regional Youth Formation Coordinators at +639472998999 or +639152046937 or email at neil.evangelista@deped.gov.ph or alberto.colasito@deped.gov.ph


FRANCIS CESAR B. BRINGAS
Regional Director

cc: essd/acc



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Enclosure A. **LIST OF BENEFICIARIES OF ICT GADGETS**

Supreme Student Government (SSG) Presidents in CALABARZON

NO.	DIVISION	NAME	SCHOOL
1	Antipolo	JOAN MARIE C. MANLUNAS	San Jose NHS
2	Bacoor	PATRICIA ANNE S. CLEOPE	San Nicholas III SHS
3	Batangas	NEIL CHRISTIAN M. MARASIGAN	Anselmo A. Sandoval MNHS
4	Batangas City	JOSHUA V. AGUILAR	Pinamukan IS
5	Binan	KENNETH BIEN	Southville 5A INHS
6	Cabuyao	KYLE ANDREI ALIPALA	Cabuyao INHS
7	Calamba	JORDAN T. HINAGPIS	Makiling IS
8	Cavite	ARCHIE C. SAMBRANO	General Mariano Alvarez THS
9	Cavite City	RYLE ASHTON S. GERMAN	Cavite NHS
10	Dasmaringas	DIANA ROSE M. LUSPO	Paliparan II HIS
11	General Trias	RIAN ELLY MAE KALUBIRAN	Luis Y. Ferrer Jr. SHS
12	Imus	LORELIE ALBARAN	Imus NHS
13	Laguna	JENIAH M. BALTAZAR	Pedro Guevara MNHS
14	Lipa	BRYAN CHESTER I. ABAYA	Lipa City Science INHS
15	Lucena	STEPHANIE R. OLOROSISIMO	Gulang-Gulang NHS
16	Quezon	EARL VINCENT HIWATIG	Recto Memorial NHS
17	Rizal	MINELI JOYCE P. CINCO	Rizal National Science HS
18	San Pablo	ANNA ABIGAIL B. TICZON	San Pablo City Science IHS
19	Santa Rosa	JHON ONE L. CORTAS	Labas SHS
20	Tanauan	ALEX V. EQUIAS	Tanauan City IHS
21	Tayabas	ANN MINETTE C. AMERICA	West Palale NHS

Supreme Pupil Government (SPG) Presidents in CALABARZON

NO.	DIVISION	NAME	SCHOOL
1	Antipolo	SOFIA MARGARETH M. ANDRADE	Juan Sumulong ES
2	Bacoor	MATTHEW ALSTON M. PEDEMONTE	Bayanan ES
3	Batangas	TO FOLLOW	
4	Batangas City	JAYRON CHRISTIAN GABINETE	Sta. Rita ES
5	Binan	HARLENE KIM OLIVEROS	Pagkakaisa ES
6	Cabuyao	TAJARAH EURICE M. GATON	Gulod ES
7	Calamba	ALTHEA FAITH D. ALIVIO	Real ES
8	Cavite	SAMANTHA MARGARETTE R. TIBAYAN	Amadeo ES
9	Cavite City	MAXINE MERRYL O. CAMAGONG	Julian Felipe ES
10	Dasmaringas	LYRA KEITH Z. DE VERA	New Era ES
11	General Trias	ZAKIYA JAYLE A. RAZO	Sunny Brooke ES
12	Imus	PRINCESS YENOMI SISANTE	Imus Pilot ES
13	Laguna	MA. HERSHELL O. RODRIGUEZ	San Isidro ES
14	Lipa	RALPH EMMANUEL M. ONAL	Sen. Claro M. Recto MIS
15	Lucena	MA. ASHLEY S. SATIN	Mayao Crossing ES
16	Quezon	CASSANDRA KATE B. TAWATAO	Gumaca IS
17	Rizal	ANGELO D. BALLAD	Southville 8 ES

18	San Pablo	RHIANNA LOREINNE P. CALINGASAN	San Pablo CS
19	Santa Rosa	ANDREA GLAIZA C. ALCALA	Santa Rosa ES - Central I
20	Tanauan	LUIS GABRIEL F. PASTOLERO	Tanauan South CS
21	Tayabas	KENTH LORENZ N. NARZABAL	Ipilan-Alitao ES

Supreme Student Government (SSG) Teacher-Advisers in CALABARZON

NO.	DIVISION	NAME	SCHOOL
1	Antipolo	JOLLY AN T. SOLIS	San Jose NHS
2	Bacoor	GLEN TEE JAY A. JARITO	San Nicholas III SHS
3	Batangas	BRIAN ALAINE P. ANTANG	Anselmo A. Sandoval MNHS
4	Batangas City	JOSHUA C. EBORA	Pinamukan IS
5	Binan City	MARK G. PALOMARIA	Southville 5A INHS
6	Cabuyao	TERESITA A. ESPALDON	Cabuyao INHS
7	Calamba	MARY ROSE E. NANIA	Makiling IS
8	Cavite	RAYNAND SANTIAGUEL	General Mariano Alvarez THS
9	Cavite City	REYMIE DC SOSA	Cavite NHS
10	Dasmaringas	MA. CRISTINA T. RONQUILLO	Paliparan II IHS
11	General Trias	JOJI L. PARALE	Luis Y. Ferrer Jr. SHS
12	Imus	MONETH D. DELANTAR	IMUS NHS
13	Laguna	ERASTO T. ARINUELO	PEDRO GUEVARA MNHS
14	Lipa	JOYDA B. LACORTE	Lipa City Science INHS
15	Lucena	ANNALIZA M. BUGARIN	Gulang-Gulang NHS
16	Quezon	REMAR C. YU	Recto Memorial NHS
17	Rizal	JOHN KING ANTIPORDA	Rizal National Science HS
18	San Pablo	SALLY E. ASUPRE	San Pablo City Science IHS
19	Santa Rosa	ARIZ R. FIDEL	Labas SHS
20	Tanauan	APRIL T. RANARIO	Tanauan City HIS
21	Tayabas	REYMART P. VILLAPEÑA	West Palale NHS

Supreme Pupil Government (SPG) Teacher-Advisers in CALABARZON

NO	DIVISION	NAME	SCHOOL
1	Antipolo	LUIS C. FIRME	Juan Sumulong ES
2	Bacoor	FE M. TIMBOL	Bayanan ES
3	Batangas	TO FOLLOW	
4	Batangas City	VANESSA CHAVEZ	Sta. Rita ES
5	Binan	ROSEMARIE ALAG	Pagkakaisa ES
6	Cabuyao	ELVIRA G. CENIDO	Gulod ES
7	Calamba City	JORDAN C. DELOS SANTOS	Real ES
8	Cavite	EMERYN G. DERI	Amadeo ES
9	Cavite City	SHARA G. PEREZ	Julian Felipe ES
10	Dasmaringas	LAILA R. BATALLA	New Era ES
11	General Trias	ZUSETH P. ORBON	Sunny Brooke ES
12	Imus	MA. CRISTINA ZAGALA	Imus Pilot ES

13	Laguna	JOHN CARLO C. LORBIS	San Isidro ES
14	Lipa	MARIA VIVIAN B. VILLENA	Sen. Claro M. Recto MIS
15	Lucena	MHAVEL V. ROSALES	Mayao Crossing ES
16	Quezon	ELOISA R. ANDA	Gumaca IS
17	Rizal	CHRISTIAN VALDEZ	Southville 8 ES
18	San Pablo	MADELINE P. RIVERA	San Pablo CS
19	Santa Rosa	ANA CRESTINA M. FUELLAS	Santa Rosa ES-Central I
20	Tanauan	KAREN S. TOLENTINO	Tanauan South CS
21	Tayabas	MARIGEL M. PADUA	Ipilan-Alitao ES





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OUA MEMO 00-0321-0239
MEMORANDUM
13 March 2021

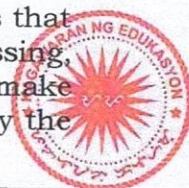
For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
Public School Heads
School Property Custodians and ICT Coordinators
Federation Supreme Student Government Presidents
Teacher-Advisers
All Others Concerned

Subject: **GUIDELINES ON THE ISSUANCE AND USE OF**
DONATED ICT GADGETS

The Department of Education (DepEd) will distribute empowerment and educational tools (laptops, tablets, and cellphones) from the Bureau of Customs (BOC) and Embassy of the People's Republic of China to all Federation Supreme Student Government (SSG) Presidents and Teacher-Advisers in the Division, Regional, and National level. The distribution will symbolize the Department's unwavering support for the overall upliftment of student leaders' academic and co-curricular activities. Given the effects of the pandemic, these devices shall help student leaders facilitate and actualize student-oriented projects and initiatives online. Further, these shall help them excel and succeed in their academic life despite the challenges faced in the Online Distance Learning (ODL) paradigm.

In this regard, the Department of Education (DepEd) through the Bureau of Learners Support Services-Youth Formation Division (BLSS-YFD) hereby issues the guidelines on the distribution and use of these gadgets, for the compliance of all concerned. This is in accordance with Office of the Undersecretary for Administration (OUA) Memorandum 00-0221-0197 titled *Approval of New Distribution List of Donated ICT Gadgets* dated 24 February 2021.

The following guidelines aim to put in place internal control measures that will ensure an efficient, transparent, and simplified system of processing, monitoring, and reporting on the issuance of donated ICT gadgets; and to make sure that these goods are consigned and received exclusively and entirely by the intended beneficiaries.



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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 (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo

1. General Guidelines

To ensure that the donated ICT gadgets are optimally and properly utilized in promoting the general well-being of the intended beneficiaries, the following guidelines shall be observed:

a. Safety and Accountability

In compliance with **OUA MEMO 00-0720-0063** titled *Guidelines on the Use of Devices Borrowed by Learners*, the distribution and use of the donated ICT gadgets are subject to the following rules/protocols:

- i. The Principal/School Head (SH), School Property Custodian and recipients shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements. In this regard, **parents of recipient learners and School Heads are directed to sign the attached Letter of Undertaking in the presence of the ICT Coordinator and Property Custodian.** This letter shall be **duly notarized.**
- ii. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
- iii. In case the parent/guardian does not agree to the conditions, the Principal/SH may choose another recipient.
- iv. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the SystemUnit Case, monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
- v. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

b. **Recipients:** See Annex A for the Allocation List of Tablets.

c. Means of Verification

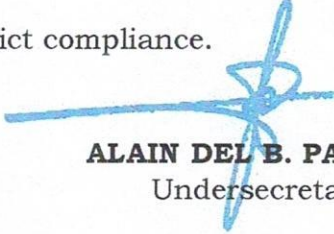
The Division Youth Formation Coordinators (YFCs) shall ensure the submission of the Means of Verification (MOVs) on the actual acceptance of the donated ICT gadgets to the BLSS-YFD.

d. Turnover to the Next Set of Elected Officers

The Federation SSG Presidents and Teacher-Advisers are required to return the said devices right after their term. The retrieval of these gadgets shall be facilitated by the Division YFC to ensure proper turn over to the next set of Elected Officers.

For more information, questions or concerns on this matter, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 8637 9814 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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OUA MEMO 00-0720-0063

MEMORANDUM

17 July 2020

**For: Regional Directors
Schools Division / City Superintends
Heads, Public Elementary Schools and Secondary Schools
All Other Concerned**

**Subject: GUIDELINES ON THE USE OF DEVICES BORROWED
BY LEARNERS**

This memorandum authorizes schools to issue stand-alone desktops, laptops and tablet PCs to be borrowed by learners for temporary use in online learning subject to the following guidelines:

1. The Principals/School Heads (SHs) and the School Property Custodian shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the learner's parent/guardian using the Property Acknowledgement Receipt (if Desktop/Laptop is above P15k) and Inventory Custodian Slip (if tablet is less than P15k). (Which will be signed by the ICT Coordinator and the Parent/Guardian since the units were issued to the ICT Coordinator by the School Property Custodian).
2. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
3. In case the parent/guardian does not agree to the conditions then the Principal/School Head can choose another recipient.
4. The Learner Enrolment and Survey Form (LESF) accomplished during the enrollment shall be the primary basis in identifying the learners who can borrow DCP Devices. Learners with disability shall be given the priority over the others.



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*[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)]*

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

5. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the System Unit Case, Monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
6. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

For compliance and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary