

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



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
Regional Memorandum
No. 456, s.2025

**REGIONAL GUIDELINES ON THE DISTRIBUTION,
ACCOUNTABILITY MEASURES AND UTILIZATION OF
ALTERNATIVE LEARNING SYSTEM (ALS) AND OPEN HIGH
SCHOOL PROGRAM (OHSP) AND/OR HIGH SCHOOL ADM
LEARNERS PROCURED TABLETS**

To **Schools Division Superintendents**

1. In reference to DepEd Memorandum, 047, s. 2024, titled **Supplemental Guidelines on the Utilization of Additional Downloaded Fiscal Year 2023 Flexible Learning Options Funds for the Procurement of Tablets**, this Office, through the Curriculum and Learning Management Division (CLMD) in collaboration with ICT Unit issues the enclosed **Guidelines on the Distribution, Accountability Measures and Utilization of Alternative Learning System (ALS) and Open High School Program (OHSP) and/or High School ADM Learners Procured Tablets**.
2. It aims to support the continuing advocacy of the department towards the digital transformation of education, the learners' acquisition with the 21st Century Skills and the learners' equal access to digital learning resources.
3. These guidelines stipulate the specific mechanisms, accountabilities, procedures and monitoring of the distributed ALS and OHSP and/or ADM Learners Tablet.
4. For inquiries and technical concerns, you may contact the Regional ICT Unit and/or Curriculum and Learning Management Division (CLMD) via email address _____ at ict.calabarzon@deped.gov.ph and/or clmd.calabarzon@deped.gov.ph.
5. Immediate and widest dissemination of this Memorandum is hereby directed.


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Enclosure 1

**GUIDELINES ON THE DISTRIBUTION, ACCOUNTABILITY MEASURES AND
UTILIZATION OF ALTERNATIVE LEARNING SYSTEM (ALS) AND OPEN HIGH
SCHOOL PROGRAM (OHSP) AND/OR HIGH SCHOOL ADM LEARNERS
PROCURED TABLETS**

I. RATIONALE

The EDCOM report has provided the department with a significant chance to improve the nation's educational system and guide the future of the next generation of Filipinos toward an empowered and enlightened society where having access to high-quality education is actually the key to breaking the cycle of poverty (Go, 2024). According to EDCOM, one of the perennial problems of our education is the availability of the learning resources.

Department of Education (DepEd) remains dedicated to its mission in accordance with the goals set by Education for All (EFA), to promote the right of every Filipino learner to quality, equitable, culture-based, and complete basic education by ensuring that learners, both inside and outside the formal system, are provided with equal educational opportunities to access the needed basic education competencies, knowledge, and skills in order for them to realize their full potential and become responsible and productive life-long learners (DO 21, s. 2019).

The provision of tablets to Alternative Learning System (ALS) and Open High School Program and/or High School ADM Learners as an assistive tool is considered necessary as time goes on and information technology emerges as a new medium for communication and learning. This is because it gives our ALS and ADM learners - who are hindered by time constraints, financial hardships, geographic distance, natural disasters, poor health, social and familial issues, and other factors—the opportunity to obtain and access the required basic education in a flexible manner (DM 47, s. 2024).

Given the apparent limitations, the Department will begin supplying tablets to ALS and ADM learners in the 2025–2026 academic year. Such action is intended to assist the department's ongoing advocacy for the digital transformation of education, give ALS and ADM learners fair access to digital learning resources, and equip them with technological expertise and empirical information.

II. SCOPE

These guidelines and terms of references are intended to provide direction on the Distribution, Accountability Measures and Utilization of Alternative Learning System (ALS) and Open High School Program and/or High School ADM Learners Procured Tablets.

III. POLICY STATEMENT

This Regional Memorandum establishes the guidelines and procedures, as guided by DO No. 21, s. 2019 and DepEd Memorandum 47, s. 2024, that will enable the Department to provide relevant learning resources, particularly the learning tablets, in support to DepEd's mandate to make quality basic education accessible for all.

Moreover, DepEd Region IV-A CALABARZON having an oversight authority hereby provides these guidelines on the distribution, Accountability Measures and Utilization of Alternative Learning System (Als) and Open High School Program and/or High School ADM Learners Procured Tablets to ensure that the distributed tablets will be used prudently for the ALS and OHSP learners to acquire maximum learning.

IV. PROCEDURES AND STANDARDS

A. Allocation of Tablets per SDO, Acceptance and Documentation/Recording

1. The allocation of tablets to Schools Division Offices (SDOs) is based on the number of learners in OHSP and/or secondary level learners under ADM residing in areas that are prone to natural hazards, and ALS learners.
2. The SDOs through their Curriculum and Implementation División (CID) shall facilitate the acceptance of the tablets as assistive devices primarily for learners in OHSP and/or secondary level learners under ADM residing in areas that are prone to natural hazards, and ALS learners. Moreover, SDOs are given the flexibility to determine the OHSP learners and/or schools, and ALS learners that must be given utmost priority and shall likewise coordinate with their respective Districts or Schools on the target allocation of procured materials.
3. The acceptance of procured items shall be consistent with the following DepEd Policies: DO No. 41, s. 2021, DO No. 27, s. 2020, DO No. 42, s. 2018, DO No. 05, s. 2010, DO No. 45, s. 2006, and other relevant issuances which maybe herein after be issued appropriately.

B. Authorized User

1. The tablet is intended for learners in OHSP and/or secondary level learners under ADM residing in areas that are at high-risk or prone to natural hazards, and ALS learners proportional to the budget allocation.
2. The use of tablet shall adhere to and be guided by DO No. 95, s. 2010 or the Guidelines on the Proper Use of Computer and Network Facilities in All DepEd Administrative Offices and Schools). Hence, the student and the parent and/ or guardian shall accomplish and execute the Code of Conduct Contract attached hereto as Annex "C" prior to the issuance of the device. Relative to this, the respective RO and/ or SDO Learning Resource Education Program Supervisors, and Regional and Division ALS and ADM Focal Persons shall likewise ensure that electronic version of Self-Learning Modules (SLMs)/ALS modules, audio-visual materials, and other e-learning resources are stored in an updated version in the tablets before distributing to schools and School-Based Learning Centers (SBLCs).
3. Further, the use of tablet to be issued shall be included in the Learning Contract to be signed by the School Head, parents/legal guardian, and the OHSP Learner and/or High School ADM Learner residing in areas that are at high-risk or prone to natural hazards, and ALS learners.

C. Tablets Design and Application Usability Protocol

1. Tablet Design Specification

The technical specifications of the tablet is compliant to the minimum standards set by the DepEd Central Office.

2. Applications. There are two major applications to be utilized in the tablets.

a. Mobile Device Management (MDM) is a regional initiated centralized system used to monitor, manage, and secure tablets deployed to learners. It ensures compliance with DepEd policies, enables remote configuration and updates, and supports usage monitoring. Device management is organized based on the respective SDO allotments. The system also identifies whether a device is operating in online or offline mode.

b. Learning Management System is a digital platform used to deliver, manage, and track educational content and learning activities. It supports teachers in creating and organizing lessons, assessments,

and instructional materials, while allowing learners to access content, submit tasks, and monitor their progress. The LMS promotes flexible and accessible learning in an online learning environment.

3. Application Usability Protocols

a. Mobile Device Management (MDM)- This is to establish clear guidelines on the proper use, monitoring, and management of learner tablets registered under the Mobile Device Management (MDM) system, ensuring security, compliance, and alignment with DepEd educational goals. This protocol applies to all learner-issued tablets in Schools and Community Learning Centers enrolled in the MDM system, managed at the regional level, and distributed through the Schools Division Offices (SDOs).

i. Device Registration and Tracking

- All learner tablets must be registered in the MDM system upon issuance.
- The MDM continuously monitors each device's connectivity status (online/offline).
- System administrators can access real-time data regarding device usage, status, and last known connection.

ii. Geofencing Control

- Tablets are configured with geofencing parameters.
- If a tablet is taken outside its authorized location or geographical boundary, the MDM automatically disables its functionality to prevent misuse.
- Re-enabling the device within the geofenced area is automatic and monitored.

iii. Application Management

- Only applications approved and prescribed for educational purposes are installed on the tablets.
- The installation, update, and removal of apps are managed remotely through the MDM by the Regional Office.
- Users cannot download, install, or uninstall applications independently.

iv. Access Control and User Limitations

- Tablets are strictly assigned to individual learners and must not be shared or reassigned without official documentation and reconfiguration.
- Learners must log in using their assigned accounts and are expected to use the device solely for learning-related activities.

v. Regional Oversight

- The Regional Office holds full administrative control over all MDM configurations.
- Policy updates, system alerts, and technical troubleshooting protocols are deployed from the Regional MDM console.
- Regular audits are conducted to ensure compliance with device usage policies.

vi. Support and Reporting

- Technical concerns or geofencing issues must be reported immediately to the designated school ICT coordinator or focal person.
- Any device malfunction or loss must be documented and escalated to the Regional ICT Unit and course through the SDO ICT Unit.

b. Learning Management System (LMS)- This is to provide a standardized protocol that ensures effective and user-friendly interaction between the teachers and learners, supporting seamless content delivery, learner engagement, and progress monitoring.

i. ALS/ADM Teacher shall:

- Log-in in the official link provided by the Regional or Division Office using authorized credentials provided by the system administrator.
- Enroll learners in the appropriate subjects and classes.
- Upload quality assured, interactive and relevant learning materials in accepted formats (e.g., PDF, video, PowerPoint).
- Create and schedule activities and assessments aligned with the intended curriculum.
- Regularly monitor and track each learner's progress and performance.
- Ensure all uploaded content is quality assured, accessible, accurate, and updated.
- Respond to learner inquiries and provide support when needed.

ii. Learner shall:

- Log-in in the official link provided by the Regional or Division Office using the assigned username.
- Access and review uploaded learning materials in each enrolled subject.
- Participate in scheduled activities and complete assessments within set deadlines.
- Monitor personal progress through available system indicators or dashboards.
- Report technical issues to the ALS/ADM Teacher for timely resolution.

4. System Access and Navigation

- All users shall access the LMS via the official link provided by the Regional or Division Office.
- The interface shall be kept simple, intuitive, and accessible across devices (tablet, desktop, mobile).
- User dashboards will display personalized content (e.g., enrolled subjects, tasks, messages).

5. Monitoring and Feedback

- The system shall record login activity, task completion, and assessment scores.
- Focal persons must review progress reports at least once a week.
- Feedback mechanisms (e.g., comment boxes, messaging) shall be available for communication between focal persons and learners.

6. Technical Support

- Any system issue must be reported to the ICT Unit or LMS Administrator @ict.calabarzon@deped.gov.ph
- Regular training and user guides shall be provided to both ALS/ADM Teacher and learners to ensure optimal use.

D. Roles and Responsibilities

1. Regional Office

a. Curriculum and Learning Management Division (CLMD)

- i. The ADM and ALS Focal Person in collaboration with the ICTU shall lead in the development and amendment of the Regional Guidelines on the Distribution, Accountability Measures and Utilization of Alternative Learning System (ALS) and Open High School Program and/or High School ADM Learners Procured Tablets.
- ii. The ADM and ALS Focal Person in collaboration with the ICTU shall lead in the orientation of the Regional Guidelines on the Distribution, Accountability Measures and Utilization of Alternative Learning System (ALS) and Open High School Program and/or High School ADM Learners Procured Tablets.
- iii. The ADM and ALS Focal Person in coordination with the LR EPS shall ensure that the quality assured and updated LR are uploaded in the Tablets.
- iv. The ADM and ALS Focal Person in collaboration with all the CLMD and SDO EPSs shall lead in the development and quality assurance of assessments materials for all learning areas and grade levels or programs.
- v. The ADM and ALS Focal Person in collaboration with the LR EPS shall ensure that the quality assured assessments materials are uploaded in the Tablets.
- vi. The ADM and ALS Focal Person in collaboration with the SDO EPS and ICTU shall monitor the conduct of the scheduled RO and SDO assessments.
- vii. The ADM and ALS Focal Person shall analyze the assessment data and recommend corresponding interventions
- viii. The ADM and ALS Focal Person/s in collaboration with all the CLMD EPSs shall provide necessary technical assistance to the implementers.

b. Information Communication Technology Unit (ICTU)

- i. The ICTU Team shall monitor and prepare a report of the weekly tablet usage data of each SDO.
- ii. The team shall collect the weekly analytics (e.g., device activity, app usage, content engagement) through the MDM system to track trends and measure usage.
- iii. The team shall upload the quality assured LR and assessments materials in the Tablets.
- iv. The team shall monitor and prepare a report on the LMS utilization.
- v. The team shall handle the approval of additional applications, subject to endorsement by the SDO and submission to the ICTU for inclusion
- vi. The team shall push content, applications and updates via the MDM platform.
- vii. The team in collaboration with the ALS and ADM Focal shall lead in the orientation of SDO Focal Person on tablet usage and engagement.
- viii. The team shall report to the Top Management the SDOs with low or no tablet utilization.
- ix. The team shall provide necessary technical assistance to the implementers especially to SDO and School ICT Coordinators.

2. Schools Division Offices

- a. The ADM and ALS Focal Person/s in collaboration with the ICTU shall lead in the orientation of the Regional Guidelines on the Distribution, Accountability Measures and Utilization of Alternative Learning System (ALS) and Open High School Program and/or High School ADM Learners Procured Tablets to School Heads, ADM and ALS Teachers.
- b. The ADM and ALS Focal Person/s in collaboration with all the CID and RO EPSSs shall lead in the development and quality assurance of assessments materials for all learning areas and grade levels or programs.
- c. The ADM and ALS Focal Person/s in collaboration with the LR EPS shall ensure that the SDO contextualize assessments materials are quality assured and uploaded in the Tablets.
- d. The ADM and ALS Focal Person/s in collaboration with the other CID EPSSs and SGOD personnel shall monitor the conduct of the scheduled RO and SDO assessments.
- e. The ADM and ALS Focal Person/s in collaboration with all the CID, ICTU and SGOD EPSSs shall provide necessary technical assistance to the implementers.
- f. The ADM and ALS Focal Person/s shall report to the RO Focal Person/s any concern, issues and non-utilization of the tablets.

3. Schools

- a. The School Head and the ADM and ALS Teachers shall orient the parents and learners on their responsibility over the received tablet.
- b. They shall orient learners on tablet usage and consistent engagement.
- c. They shall facilitate the guided use of the LMS functions and tools.
- d. They shall monitor the learner's utilization of the tablet and track the learner's progress.
- e. Upload the quality assured localized and/or contextualized learning and assessment materials to the LMS.
- f. The School Head and the ADM and ALS Teachers of the recipient school is responsible for the safekeeping of the devices, including the tablets for ALS learners, in coordination with the School Property Custodian and ALS teachers in charge of the SBLCs. The Division and/ or School ICT Coordinator shall assist with the repair and maintenance of the non-working and out-of-warranty. The cost of parts to be replaced shall be charged to the School Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations, for out-of-warranty tools.
- g. The School Head and the ADM and ALS Teachers shall ensure that the damaged devices that are still covered by or is still within the warranty period, the supplier shall be charged only when the parts of the tablet were defective. However, it will not be covered by the warranty if the user was responsible for the damage.

V. MONITORING AND EVALUATION

1. In compliance to DO 29, s. 2022, BMEF shall be the basis in measuring performance evaluation of the program. This shall ensure that the objectives of the program are met. The outcomes of the program shall be measured for the following purposes:
 - a. Establish baseline data and information relative to the implementation of the program;
 - b. Measure the effectiveness of the program implementation; and

- c. Provide evidence for planning, programming and policy formulation for efficient and effective program implementation.
- 2. The CLMD ADM/ALS Focal Person in collaboration with the ICTU and the CID ADM/ALS Focal Person shall be responsible for monitoring and evaluating the implementation of this guidelines.
- 3. The PSDS and the School Head and/or the ALS EPS II in collaboration with the ICT Coordinator shall monitor the implementation of this guidelines at least once every quarter. The results of the evaluation shall be submitted to the SDO for collation and analysis. The SDO shall submit then prepare an annual analysis report for submission to RO at the end of the school year.
- 4. The CLMD ADM/ALS Focal Person in collaboration with the ICTU shall lead the conduct of a comprehensive policy review in the third year of its implementation to evaluate its effectiveness and responsiveness toward meeting its intended outcomes.

VI. EFFECTIVITY

This program guidelines shall take effect starting SY 2025-2026 after the orientation given to the implementers and recipients of the program.

VII. REFERENCES

RM No. 23, S.2025
 DM No. 047, s. 2024
 DO No.10, s. 2024
 DO No. 21, s. 2021
 DO No. 41, s. 2021
 DO No. 27, s. 2020
 DO No. 42, s. 2018
 DO No. 05, s. 2010
 DO No. 45, s. 2006