



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

November 23, 2020

REGIONAL MEMORANDUM

No. 212, s. 2020

**TO: SCHOOLS DIVISION SUPERINTENDENTS
HEADS, PUBLIC ELEMENTARY, SECONDARY AND
SENIOR HIGH SCHOOLS
ALL OTHERS CONCERNED**

**GUIDELINES ON THE PROCUREMENT OF ICT LEARNING RESOURCES
AND IDENTIFICATION OF RECIPIENTS FOR THEIR USE**

1. Pursuant to Memorandum OUF-2020-0614 titled “*Clarifications on DepEd Order 18, s.2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan) and DepEd Order 32, s. 2020 (Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the Basic Education Learning Continuity Plan in time of COVID-19 Pandemic)*”, this Office issues **Guidelines on the Procurement of ICT Learning Resources and Identification of Recipients for their use**. This is to provide access to teachers and learners for learning to continue amidst this pandemic.
2. The Schools Division Offices (SDOs) are authorized to procure Universal Serial Bus (USBs) or other similar data storage devices for storing of digital learning resources and tablets of learners and teachers, subject to the existing budgeting, accounting and procurement rules and regulations.
3. The SDOs are advised to refer to OUA-Memo-0620-030 (Minimum Specifications for ICT equipment and Internet Services to be donated to Schools, Teachers and/ or Learners, Microsoft Licensing, and Donation Matters) for the recommended technical specifications of gadgets; OUA-Memo-420-0029 (Guidelines in the Use of Desktop Computers, Laptops, Tablets PCs, and Smartphones at Home During the COVID-19 Pandemic) and OUA Memo 00720-0063 (Guidelines on the Use of Devices Borrowed by Learners).
4. To ensure equitable resources of these learning resources, learners with disability, Indigenous people (IP) learners, those residing in areas that cannot be reached by radio/tv/internet connection and those in the last mile schools with power source but who do not have gadgets shall be given priority. Teachers handling these



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group of learners shall likewise be prioritized. If all learners mentioned were served, the SDOs shall determine the additional recipients.

5. An Affidavit of Undertaking shall be executed by a parent on behalf of a learner before the issuance of the gadget/device in schools.
6. The SDOs shall craft a monitoring mechanism to ensure proper care of the tablets and its accessories and their utilization in accordance with the guidelines set.
7. Monthly monitoring and utilization of the released gadgets/devices of learners and teachers shall be done by the School ICT Coordinator. Monthly report from schools shall be consolidated by the Division Information Technology Officer (ITO) which will then be submitted to Regional Office ICT Unit.
8. Immediate dissemination of and compliance with this memorandum is desired.


MA. GEMMA M. LEDESMA
Regional Director

Enclosure: as stated

Reference: OUF-2020-0614 titled “Clarifications on DepEd Order 18, s.2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan)
Allotment: 1--(RO 12-94)

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

POLICY
SCHOOLS

LEARNING MATERIALS
LEARNERS

PROCUREMENT
TEACHERS

ICT



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