



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 17 2021

DIVISION MEMORANDUM

No. 147, s. 2021

**PROVISION OF MOBILE TABLETS TO SENIOR HIGH SCHOOL STUDENTS
AND TEACHERS**

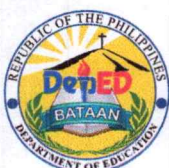
To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Secondary School Principals
All Others Concerned

1. The Provincial School Board of Bataan, through the Special Education Fund, procured tablets for Senior High School students and teachers to be used in aid of the Distance Learning Delivery Modality starting on the fourth quarter which officially starts on May 17, 2021.
2. However, because of time constraint in the delivery and turn-over of the devices, this Office announces that the distribution of tablets will be on May 17 to 19, 2021. Schedule of pick-up is found in Enclosure 1. School recipients are advised to strictly observe the pick-up schedule and the public health protocols set by IATF.
3. Guidelines in the Distribution, Management and Utilization of Mobile Devices, Mobile Device Configuration and Offline Applications Installation, and School Property Forms are attached for reference (see Enclosures 2 and 3).
4. In view of the delayed delivery of tablets, Senior High School Principals shall prepare Contingency Plan/Bridging Plan such as completion of tasks or outputs and catch-up plan to augment the first week of the fourth quarter.
5. Immediate and wide dissemination of this Memorandum is enjoined


ROLAND M. FRONDA, EdD, CESO VI

Officer-in-Charge
Schools Division Superintendent

IT1
May 12, 2021



“WE MOULD HEROES”

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ISO 9001: 2015 CERTIFIED

SCHEDULE OF PICK-UP OF SHS MOBILE TABLETS

Day 1 May 17, 2021	Dinalupihan District	No of Tablets	Boxes
AM	Roosevelt NHS	68	6.8
	Magsaysay NHS	366	36.6
	Jose C. Payumo Jr. MHS	471	47.1
	Luakan NHS	740	74
	Luakan NHS-Annex	74	7.4
	Pagalanggang NHS	511	51.1
	Sta. Lucia NHS	120	12
Day 1 May 17, 2021	Limay District	No of Tablets	Boxes
PM	Limay NHS	1153	115.3
	Lamao NHS	661	66.1
	St. Francis NHS	224	22.4
	Samal District	No of Tablets	Boxes
	Samal NHS	425	42.5

Day 2 May 18, 2021	Orani District	No of Tablets	Boxes
AM	Orani NHS	992	99.2
	Orani NHS-Pagasa	66	6.6
	Orani NHS-Parang-Parang	464	46.4
Day 2 May 18, 2021	Orion District	No of Tablets	Boxes
AM	Bataan School of Fisheries	556	55.6
	Justice E.A. Gancayco MHS	615	61.5
Day 2 May 18, 2021	Hermosa District	No of Tablets	Boxes
PM	Balsik NHS	331	33.1
	Hermosa NHS	721	72.1
	Hermosa NHS-Annex	52	5.2
Day 2 May 18, 2021	Morong District	No of Tablets	Boxes
PM	Morong NHS	775	77.5
	Kanawan IS	15	1.5
	Morong NHS-Annex	95	9.5
	Nagbalayong NHS	158	15.8

Day 3 May 19, 2021		Pilar District	No of Tablets	Boxes
AM		Dr. Victoria B. Roman MHS	74	7.4
		Pablo Roman NHS	884	88.4
Day 3 May 19, 2021		Bagac District	No of Tablets	Boxes
AM		Bagac NHS-Parang	173	17.3
		E.C Bernabe MHS	668	66.8
		Saysain NHS	93	9.3
Day 3 May 19, 2021		Abucay District	No of Tablets	Boxes
AM		B. Camacho NHS	630	63
		Mabatang NHS	82	8.2

District	Boxes	Vehicles Required*
Dinalupihan	235	5
Limay	203.8	4
Orani	152.2	3
Orion	117.1	2
Hermosa	110.4	2
Morong	104.3	2
Pilar	95.8	2
Bagac	93.4	2
Abucay	71.2	2
Samal	42.5	1
	1225.7	

*based on the SDO Vehicle Capacity

Box Weight	11 Kgs
Kia	60 boxes
L300	40 boxes

Guidelines in the Distribution, Management, and Utilization of Mobile Devices Donated by the Provincial School Board of Bataan

Turnover and Distribution

1. The Provincial Government of Bataan, through its Authorized Representative, will inspect the donated Mobile Device before proceeding to proper turn-over to SDO-Bataan. Initial configuration must be set by the supplier, passed the Quality Assurance by the Provincial Schools Board Inspectorate Team following the Terms of Reference set by DepED.
2. After the configuration of the devices, SDO-Bataan, through the Division Supply Officer and Division Information Technology Officer, shall inform the concerned school through the School head/ Principal on the schedule of pickup of the tablets.
3. School representatives who will claim the mobile devices shall provide their own or seek assistance from their respective LGUs for transportation of the devices.
4. Schools shall be represented by their Principal, School Property Custodian and School ICT Coordinator during the turn-over of the devices. The Division Supply Officer shall issue the Property Acknowledge Slip (PAR)/ Inventory Custodian Slip (ICS) for proper inventory, accounting and turn-over to each recipient school, ensuring that the existing health protocols set by IATF are implemented and observed.

Device Content and Installation

1. Educational applications and soft copies of modules in PDF format in the tablets will be provided by SDO Bataan.
2. Device applications and files that will be installed are the following:
 - a. Classroom platforms for collaboration:
 - Google Classroom
 - Google Meet
 - Microsoft Teams
 - Zoom
 - b. Office Productivity Tools
 - MS Office Apps (Word, Excel, PowerPoint, One drive, etc.)
 - Google Apps (Docs, Sheets, Slides, Google Drive, etc.)

3. Installation of other required third-party applications can be installed online and offline, provided that these applications are intended for education purposes covered by DepED Curriculum.
4. Installation has two modalities:
 - a. With internet connection – through cloud computing. Division IT Officer will provide the online link for the repository of the required application and files; and
 - b. Without internet connection – Division IT Officer will upload the required application and files, which will be saved by the School ICT Coordinators in a clean and virus-free USB flash drives. These files will be configured and installed using USB On-the-Go (OTG) connectors provided in the package.

Documentation

1. The principals/school heads (SHs) shall ensure that the devices which are government property are properly used, cared for, safeguarded from natural and human elements, and recorded upon turn-over to parents/guardian/learners using the Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) issued by the School Property Custodian. The School ICT Coordinator, concerned Classroom Adviser and the Parent/Guardian will sign the PAR or ICS since the units were issued to the ICT Coordinator and Classroom Advisers by the School Property Custodian.
2. Parents/guardians shall be oriented by the schools on the terms and conditions on the issuance of the tablets. In case the parent/guardian does not agree to the conditions, the Principal/School Head shall not issue the tablet.
3. The School Property Custodian and the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the Mobile Device for proper identification and these property tags should not be removed or tampered with by parents or learners.
4. The School ICT Coordinator and Classroom Adviser must also log the 15-digit International Mobile Equipment Identity (IMEI) list for each device assigned to each learner. Removing or tampering of markers will be subjected to retrieval of the device.
5. For safekeeping and recording purposes, the copy of PAR/ICS, signed with the concerned parties, will be handled by:
 - a. Original copy - School Property Custodian
 - b. Second copy - parent/guardian of the learner recipient
6. The school shall craft a mechanism by which they can monitor the use of the tablets by the learners. Similar to the distribution of modules, the school may

consider asking parents to bring the tablets for preventive maintenance regularly.

SAMPLE MONITORING FORM

MONITORING Checklist of Mobile Tablet

Name of School: _____

District: _____

Class Section: _____

Name of Learner: _____

LRN: _____

Hardware	June		July		August		September		October		November		December		January		February		March		April	
	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF
Mobile Tablet																						
Charger																						
USB Cable																						
Headset																						
OTG Cable																						
SIM Card																						
SD Card (if any)																						

Software	June		July		August		September		October		November		December		January		February		March		April	
	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF
Classroom Apps																						
Office Apps																						
Others																						
Email Account																						

Parents/Guardians/Learner Recipients

1. The parents of recipients must attend a mandatory training conducted by the School ICT Coordinator on the use of Tablets which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to the issuance of the device. Provision of user manual can be accessed online, or offline through schools.
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. Learners shall use the devices to enable them to attend online training courses and conduct online classes using tools such as the DepEd Commons, LR Portal, and other websites.
4. The parent/guardian/learners are liable for any losses or damages while the device is in their custody if it is determined that there was negligence on their part.
5. Parent/guardian/learners are required to return the said devices upon their promotion to the next grade level during the end of the year, transfer to different school outside of SDO-Bataan, and completed the K to 12 Basic Education Program. For specific interval of the mobile device to be returned at

schools for monitoring as well as updating the contents, the following schemes must be implemented:

- a. Senior High School – every end of semester

Utilization

1. Only official tools and programs for online / distance learning used in classroom activities are allowed to be installed on the Mobile Device.
2. Acceptable use of Official DepEd GSuite and Microsoft Office Accounts for learners issued by the school are highly encouraged.
3. Offensive and/or subversive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using the Mobile Device.
 - a. Offensive content includes, but not limited to –
 - Pornography, sexual comments or images, profanity, racial slurs, gender specific comment, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability.
 - b. Subversive content includes, but not limited to –
 - Lending aid, comfort, and moral support to individuals, groups or organizations that advocate the overthrow of incumbent governments by force and violence on the basis of treason, sedition, sabotage, espionage or acts of terrorism.
 - c. Introduce / propagate any virus, worm, Trojan horse, trap-door, or back-door program is strictly prohibited.
4. Accessing of prohibited sites will be considered a violation of the DepED Internet usage policies.
5. As part of Internet security, attempts to access these and other non-educational related sites shall be discouraged and/or blocked.
6. Internet access shall not be used to conduct personal business, play computer games, gamble, run a business, conduct political campaigns, activities for personal gain, or to take part in any prohibited or illegal activity.

REQUISITION AND ISSUE SLIP					
LGU : _____ PGB _____		Fund : _____ SEF _____			
Division : _____		FPP Code: _____			
Office : _____ (NAME OF SCHOOL)		RIS No. : _____		Date: _____	
Requisition				Issuance	
Stock No.	Unit	Description	Quantity	Quantity	Remarks
	unit	TABLET	1	1	
		Specifications:			
		Platform: Octacore 1.6 Ghz Processor			
		OS: Android 10			
		GSM B2/3/5/B			
		Band: WCDMA B1/B			
		LTE B1/3/5/28 AB/40/41F			
		Memory: 2GB + 32GB			
		LCD: 10.1" HD Screen			
		Camera: Rear 5MP Front 2MP			
		Battery: 6000 mAh, Li-ion			
		WIFI/BT: Yes			
		Speaker: Yes			
		I/O: Micro Spin USB, 3.5 mm audio jack			
		Others: Dual Sim, Micro SD Slot			
Purpose: For use in Distance Learning					
Signature : Printed Name : Designation : Date :	Requested by:		Approved by:		Received by:
	JEFFREY T. CALMA		EVANGELINE B. CALMA		
	School Head	OIC-PGSO	Supply Officer IV	School Property Custodian	

ANNEX B

INVENTORY CUSTODIAN SLIP

		Quality Form			Document Code: SDO-BTN-QF-OSDS-SU-005 Revision: 01 Effectivity date:	
		INVENTORY CUSTODIAN SLIP			SUPPLY OFFICE	
PO No: _____ Entity Name: _____ Fund Cluster: _____						
				ICS No: _____		
Qty.	Unit	Amount		Description	Inventory Item No:	Estimated Useful Life
		Unit Cost	Total Cost			
				BRAND: Cherry Mobile Bolt S/N (IMEI): Specifications: Platform: Octacore 1.6 Ghz Processor OS: Android 10 GSM B2/3/5/8 Band: WCDMA B1/8, LTE B1/3/5/28 AB/40/41F Memory: 2GB + 32GB LCD: 10.1" HD Screen Camera: Rear SMP Front 2MP Battery: 6000 mAh, Li-ion WIFI/BT: Yes Speaker: Yes I/O: Micro Spin USB, 3.5 mm audio jack Others: Dual Sim, Micro SD Slot		
Received from: Signature Over Printed Name School Property Custodian Position/Office Date				Received by: (Name of End User) Signature Over Printed Name Position/Office Date		

		Quality Form			Document Code: SDO-BTN-QF-OSDS-SU-005 Revision: 01 Effectivity date:	
		INVENTORY CUSTODIAN SLIP			SUPPLY OFFICE	
PO No: _____ Entity Name: _____ Fund Cluster: _____						
				ICS No: _____		
Qty.	Unit	Amount		Description	Inventory Item No:	Estimated Useful Life
		Unit Cost	Total Cost			
				BRAND: Cherry Mobile Bolt S/N (IMEI): Specifications: Platform: Octacore 1.6 Ghz Processor OS: Android 10 GSM B2/3/5/8 Band: WCDMA B1/8, LTE B1/3/5/28 AB/40/41F Memory: 2GB + 32GB LCD: 10.1" HD Screen Camera: Rear SMP Front 2MP Battery: 6000 mAh, Li-ion WIFI/BT: Yes Speaker: Yes I/O: Micro Spin USB, 3.5 mm audio jack Others: Dual Sim, Micro SD Slot		
Received from: Signature Over Printed Name School Property Custodian Position/Office Date				Received by: (Name of End User) Signature Over Printed Name Position/Office Date		

ANNEX C

CLASS SECTION BORROWER'S FORM

SHS MOBILE TABLETS CLASS SECTION BORROWER'S FORM

District: _____
 School: _____
 Grade Level & Strand: _____
 Section: _____

Item: Cherry Mobile Bolt
 Accessories: Charger, OTG Cable, USB Cable, SIM Card, Earphone

Name of Learner	SN / IMEI (SIM1)	PROPERTY TAG NO	First Semester				Second Semester			
			Date Borrowed	Signature	Date Returned	Signature	Date Borrowed	Signature	Date Returned	Signature
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
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27.										
28.										
29.										
30.										
31.										
32.										
33.										
34.										
35.										

Name of Learner	SN / IMEI (SIM1)	PROPERTY TAG NO	First Semester				Second Semester			
			Date Borrowed	Signature	Date Returned	Signature	Date Borrowed	Signature	Date Returned	Signature
36.										
37.										
38.										
39.										
40.										
41.										
42.										
43.										
44.										
45.										
46.										
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54.										
55.										
56.										
57.										
58.										
59.										
60.										

Class Adviser

School Property Custodian

School Head

ANNEX D

TABLET PROPERTY TAG

