



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

JUL 02 2026

DIVISION MEMORANDUM

No. 316, s. 2026

DISTRIBUTION OF MOBILE TABLETS FOR JUNIOR HIGH SCHOOL LEARNERS IN THE PROVINCE OF BATAAN TO SUPPORT DIGITAL EDUCATIONAL PLATFORMS

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Junior High School Principals
Junior High School ICT Coordinators
Junior High School Property Custodians
All Others Concerned

1. This Office announces the schedule for the distribution and pick-up of mobile tablets for Junior High School learners on July 6–9, 2026. Recipient schools are advised to strictly adhere to the prescribed pick-up schedule.
2. Recipient schools shall provide their own vehicle to collect and pick-up the mobile tablets, ensuring the efficient transport and distribution of the devices.
3. In addition to the mobile tablet units, each recipient school shall also receive the corresponding charging adapters and protective tablet cases.
4. Enclosed with this Memorandum are the following:
 - Enclosure No. 1 – Schedule of Pick-up of Mobile Tablets; and
 - Enclosure No. 2 – Guidelines on the Management, Utilization, Safekeeping, and Maintenance of Mobile Tablets.
5. Immediate and widest dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

IT1/
July 2, 2026



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Enclosure No. 1 per Division Memorandum No. ____, s. 2026

DISTRIBUTION LIST

DISTRIBUTION OF MOBILE TABLETS FOR JUNIOR HIGH SCHOOL LEARNERS IN THE PROVINCE OF BATAAN TO SUPPORT DIGITAL EDUCATIONAL PLATFORMS

Day 1 – July 6, 2026		
School	District	Final Distribution
501332 - Legua Integrated School	Orani	45
306608 - Orani NHS - Pagasa	Orani	105
306606 - Orani NHS - Parang-Parang	Orani	275
300703 - Bataan School of Fisheries	Orion	320
306601 - Justice E.A.Gancayco MHS	Orion	290
306085 - Udyong National High School	Orion	90
300717 - Dr. Victoria B. Roman MHS	Pilar	65
300716 - P. Roman NHS	Pilar	420
502064 - F.C. Del Rosario Integrated School	Samal	50
306605 - Samal NHS - Annex	Samal	124
300719 - Samal NHS	Samal	175
Day 2 – July 7, 2026		
300698 - Bagac NHS-Parang	Bagac	94
305899 - Bataan High School for the Arts	Bagac	19
300699 - E. C. Bernabe National High School	Bagac	308
502062 - Quinawan Integrated School	Bagac	10
300700 - Saysain NHS	Bagac	105
502790 - BLISS Integrated School	Limay	16
502333 - Kinaragan Integrated School	Limay	16
300706 - Lamao NHS	Limay	435



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300707 - Limay NHS	Limay	590
306616 - St. Francis NHS	Limay	150
300713 - Morong NHS	Morong	417
300714 - Nagbalayong NHS	Morong	106
501331 - Sampaloc Integrated School	Morong	49
Day 3 – July 8, 2026		
502393 - Layac Integrated School	Din. East	45
300718 - Pagalangang NHS	Din. East	404
306603 - Sta. Lucia HS	Din. East	128
501621 - Tucop IS	Din. East	78
300704 - Jose C. Payumo Jr. Memorial High School	Din. West	305
300708 - Luakan NHS	Din. West	384
306611 - Luakan NHS - Annex	Din. West	150
306604 - Magsaysay NHS	Din. West	236
502063 - Payangan Integrated School	Din. West	15
306612 - Roosevelt National High School	Din. West	176
502061 - Tubo-Tubo Integrated School	Din. West	20
Day 4 – July 9, 2026		
306580 - Abucay NHS	Abucay	28
305728 - Bangkal High School	Abucay	35
300697 - B. Camacho NHS	Abucay	580
300709 - Mabatang NHS	Abucay	20
300701 - Balsik NHS	Hermosa	195
300705 - Hermosa NHS	Hermosa	389
306613 - Hermosa NHS-Annex	Hermosa	126
502489 - Mabiga Integrated School	Hermosa	32
502490 - Maite Integrated School	Hermosa	12
502488 - Pastolan Integrated School	Hermosa	25
502487 - St. Ma. Virginia P. Leonzon Memorial Integrated School	Hermosa	38
501328 - Sumalo IS	Hermosa	50



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Enclosure No. 2 per Division Memorandum No. ____, s. 2026

SDO BATAAN GUIDELINES ON THE MANAGEMENT, UTILIZATION, SAFEGUARDING, AND MAINTENANCE OF MOBILE TABLETS FOR JUNIOR HIGH SCHOOL LEARNERS TO SUPPORT DIGITAL EDUCATIONAL PLATFORMS

I. Purpose

These guidelines are issued to ensure the proper management, utilization, maintenance, accountability, and safeguarding of tablets provided to schools for the benefit of Grade 7 learners. The tablets are intended to support teaching and learning delivery, digital literacy development, and access to educational technologies and learning resources. The devices shall remain government property and shall be utilized exclusively for educational and instructional purposes.

II. Custody and Accountability

1. All tablets shall remain the property of the Department of Education and shall be recorded as part of the school inventory of ICT equipment.
2. The School Head shall exercise overall supervision and accountability for the proper utilization, safekeeping, and management of the tablets.
3. The School Property Custodian shall maintain complete and updated inventory records.
4. The School ICT Coordinator shall assist in the configuration, maintenance, monitoring, updating, troubleshooting, and management of the devices.
5. The tablets shall not be permanently issued to individual learners, parents, guardians, teachers, or any other person.
6. All tablets shall be kept in a secured storage area designated by the School Head when not in use.

III. Utilization of Tablets

7. The tablets shall primarily be utilized by Grade 7 learners during classroom instruction and other school-authorized learning activities.
8. The devices may be utilized for classroom-based learning, digital learning, interventions, assessments, research, and project-based activities.



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9. Use of tablets outside school premises shall not be allowed unless specifically authorized.
10. Teachers shall supervise learners during the use of the tablets.
11. Learners shall return the tablets immediately after use.

IV. Device Contents and Installation

12. Educational applications, digital learning resources, electronic learning materials, and soft copies of instructional modules shall be provided, endorsed, or recommended by the Schools Division Office of Bataan, Regional Office, Central Office, and other authorized DepEd offices. Recipient schools shall be responsible for the installation, configuration, deployment, updating, and maintenance of these resources through the School ICT Coordinator and other qualified ICT-capable personnel designated by the School Head.
13. The tablets shall be configured with educational applications and platforms including but not limited to DepEd LMS, LRMS, Xepto LMS, Achieve3000, Khan Academy, DepEd Commons, Microsoft Teams, Google Classroom, Google Meet, Zoom, Microsoft 365 Applications, Google Workspace for Education Applications, PDF readers, e-book readers, and other DepEd-approved educational platforms and productivity tools.
14. Additional third-party educational applications may be installed provided that they are aligned with the K to 12 Curriculum, comply with DepEd policies, and are approved by the School Head, School ICT Coordinator, or authorized DepEd office.
15. Device configuration, software installation, updates, maintenance, and security settings shall be performed only by authorized ICT personnel.

V. Acceptable Use Policy

16. Tablets shall be used solely for educational and school-related purposes.
17. Only approved educational applications, websites, and learning resources shall be accessed.
18. Unauthorized software installation, access to inappropriate content, security bypassing, and non-educational activities are prohibited.
19. Users shall exercise due care in handling government property.



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VI. Monitoring and Maintenance

20. The School ICT Coordinator shall regularly conduct preventive maintenance activities.
21. Schools shall maintain a Tablet Utilization Logbook.
22. Any loss, damage, theft, or malfunction shall be immediately reported.
23. Periodic inventory and physical verification shall be conducted.

VII. Roles and Responsibilities

24. School Head – overall supervision and accountability.
25. School Property Custodian – inventory management and asset accountability.
26. School ICT Coordinator – configuration, maintenance, updates, and technical support.
27. Teachers – supervision of tablet use during instruction.
28. Learners – responsible and proper use of tablets.

VIII. Monitoring and Reporting

29. Schools shall submit reports as required by the Schools Division Office.
30. The Division ICT Unit may conduct monitoring, validation, and inspection activities.
31. Monitoring results shall be used to improve program implementation.

IX. Effectivity

These guidelines shall take effect immediately upon issuance and shall remain in force until amended, repealed, or superseded.