



Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
DIVISION OF CAVITE
 Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
 OIC, Office of the Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Public Elementary and Secondary Teachers
 All Concerned

FROM: 
CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent

SUBJECT: POLICY ON RETURNING OF E-TABLETS

DATE: October 30, 2015

With reference to the distribution of E-Tablets by the Provincial Government of Cavite, please be informed that all recipients including Public Schools District Supervisors, Elementary and Secondary School Heads, Elementary and Secondary School Teachers must return their tablets to their school property custodian, upon the following terms:

1. Transfer of school;
2. Resignation from the service;
3. Retirement; and
4. Leave of absence for six months or more

Property custodian must prepare a certification signifying the return of the item attested by the school principal. This certification must be attached to the pertinent documents of the employee to proceed with the processing of the requested action.

The tablet shall be given to the new personnel who will occupy the position.

For information and strict compliance.