



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

DIVISION MEMORANDUM
NO. 209, s. 2020

July 17, 2020

TO: OIC, Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Schools Supply Officers
District and Schools Property Custodians
All concerned

**REITERATION OF THE GUIDELINES ON THE USE OF DESKTOP COMPUTERS,
LAPTOPS, TABLET PCS, AND SMARTPHONES AT HOME
DURING THE COVID-19 PANDEMIC**

1. In reference to OUA MEMO 00-0420-0029 dated 08 April 2020 authorizing school heads to release Desktop Computers, Laptops, Tablet PCs, and Smartphones to teachers, the Schools Division Office reiterates the following guidelines for use in the conduct of online trainings and online classes during the COVID-19 pandemic:





- a. 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 teachers.
- b. Teachers can bring home the said devices to enable them to attend online training courses and conduct online classes for their students using tools such as the DepEd Commons, LR Portal, and other websites during situations when face-to-face instruction is no longer possible due to quarantine restrictions brought about by the COVID-19 pandemic.
- c. The teacher is liable for any losses or damages while the device is in their custody if it is determined that there was negligence on the part of the teacher.
- d. Teachers are required to return the devices upon the resumption of regular classes.

2. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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