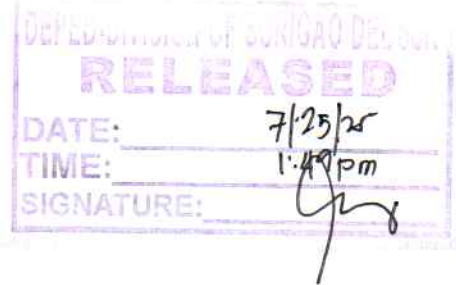




Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Division MEMORANDUM
 No. 905, s. 2025

Chief Education Supervisors
 Public Schools District Supervisors
 School Heads of Recipient Schools
 ADM Focal Person
 All Others Concerned



Distribution of Tablets to Selected Schools Under the ADM Program

1. In support of the Department of Education’s efforts to strengthen flexible learning implementation, the Schools Division of Surigao del Sur will distribute a total of 393 tablets to selected elementary and secondary schools implementing the Alternative Delivery Mode (ADM) Program.
2. The distribution will be held on Monday, July 28, 2025, at the 3rd Floor Conference Hall, DepEd Surigao del Sur Division Office, Tandag City. These tablets were procured under the FY 2023 Flexible Learning Options (FLO) Funds, as provided in DepEd Memorandum No. 047, s. 2024, and guided by Regional Memorandum No. 717, s. 2025, titled “*Guidelines on the Utilization, Safekeeping, and Maintenance of Tablets for Learners under the ADM Program*” (attached for reference).
3. The tablets are intended for learners enrolled in the Open High School Program (OHSP) or those residing in remote and disaster-prone areas. School Heads or Property Custodians must personally claim the tablets and ensure they are preloaded with Self-Learning Modules (SLMs) and other appropriate digital materials.
4. Before issuance to learners, a school-level orientation must be conducted with parents/guardians and learners to discuss the accountability and proper usage of the tablets. Furthermore, the following documents must be submitted to the Division ADM Focal Person within five (5) working days after receipt of the tablets:
 - a) Updated School Inventory Report
 - b) Signed Learner Accountability and Code of Conduct Forms
 - c) Distribution and Accomplishment Report
5. Strict adherence to the provisions stated in Regional Memorandum 717, s. 2025 is expected. For any questions or clarifications, please contact the Division ADM Focal Person or the Education Program Supervisor for Learning Resources.


LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent



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| Effectivity | 02.3.2025 | Page | 1 of 3 |

Encls.:

1. List of Recipient Schools
2. Regional Memorandum 717, s. 2025

References:

To be indicated in the Perpetual Index
Under the following subjects:

Tablet Distribution
Alternative Delivery Mode
Learning Resources

CID/rl
07/24/2025

SUMMARY OF TABLET ALLOCATION PER SCHOOL



| SCHOOL | NO. OF LEARNERS | TABLET ALLOCATION |
|------------------------------------|-----------------|-------------------|
| BAROBO NATIONAL HIGH SCHOOL | 173 | 143 |
| CANTILAN NATIONAL HIGH SCHOOL | 11 | 9 |
| FLORITA HI NATIONAL HIGH SCHOOL | 10 | 8 |
| HAMBURGER ELEMENTARY SCHOOL | 11 | 9 |
| HINATUAN NAT'L COMPREHENSIVE HS | 82 | 67 |
| LIANGA NAT'L COMPREHENSIVE HS | 9 | 7 |
| LINGIG NATIONAL HIGH SCHOOL | 12 | 10 |
| MADRID NATIONAL HIGH SCHOOL | 13 | 11 |
| MATHO INTEGRATED SCHOOL | 14 | 11 |
| OSMENA INTEGRATED SCHOOL | 15 | 12 |
| SALVACION NATIONAL HIGH SCHOOL | 18 | 15 |
| ST. CHRISTINE NATIONAL HIGH SCHOOL | 26 | 21 |
| TAGBINA NATIONAL HIGH SCHOOL | 66 | 54 |
| CARRASCAL NATIONAL HIGH SCHOOL | 10 | 8 |
| STA. MARIA INTEGRATED SCHOOL | 10 | 8 |
| TOTAL TABLET ALLOCATION | | 393 |





JULY 17 2025

REGIONAL MEMORANDUM
 No. 0717, s. 2025

To: Schools Division Superintendent
 All Others Concerned

**GUIDELINES ON THE UTILIZATION, SAFEKEEPING, AND MAINTENANCE OF
 TABLETS FOR LEARNERS UNDER THE ALTERNATIVE DELIVERY
 MODE (ADM) PROGRAM**

1. In line with the Department's commitment to ensuring the continuity of learning and bridging the digital divide, the provision of tablets to learners under the Alternative Delivery Mode (ADM) program serves as a crucial tool for educational delivery. This memorandum provides comprehensive guidelines to ensure the proper utilization, safekeeping, and maintenance of these devices, specifically those procured through the Fiscal Year 2023 Flexible Learning Options (FLO) Funds as outlined in DepEd Memorandum No. 047, s. 2024, and those to be procured and distributed in the future.

2. This memorandum applies to all public elementary and secondary schools in Region XIII - Caraga implementing the Alternative Delivery Mode (ADM) program. The following provisions govern the guidelines on tablet utilization, safekeeping protocols, and maintenance procedures:

A. Guidelines on Tablet Utilization

- i. Priority distribution shall be given to learners enrolled in the Open High School Program (OHSP) and/or secondary-level learners residing in areas that are at high-risk or prone to natural hazards.
- ii. In accordance with DepEd Memorandum No. 47, s. 2024, natural hazards refer to natural processes or phenomena that may result in loss of life, injury, health impacts, property damage, social and economic disruption, or environmental degradation.
- iii. Each tablet must be properly inventoried and assigned to specific learners with corresponding accountability forms.
- iv. The Schools Division Office (SDO) Learning Resource Education Program Supervisor and Division ADM Focal Person shall ensure that electronic versions of Self-Learning Modules (SLMs) and Video Lessons are stored in the tablets before distribution to schools.
- v. School heads, parents/legal guardians, and the OHSP learner and/or High School ADM learner residing in areas that are high-risk or prone to natural hazards must accomplish and execute



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Barcode here

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the Code of Conduct Contract found in Enclosure 1 of this Memorandum.

- vi. Quarterly monitoring of the utilization of ADM tablets in the teaching and learning process by the Regional ADM Focal Person, SDO ADM Focal Person, Learning Area Supervisors, Public Schools District Supervisors, and School Heads shall be strictly observed. Hence, reports on the utilization of ADM tablets shall be included in the Quarterly Program Implementation Review (PIR).

B. Safekeeping Protocols

- i. School Heads of the recipient school are responsible for the safekeeping of the tablets in coordination with the School Property Custodian.
- ii. The cost of parts to be replaced shall be charged to the School Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting and auditing rules and regulations, for out-of-warranty tools.
- iii. For damaged devices still covered by the warranty period, the supplier shall be charged only when the tablets are defective. However, damages caused by user negligence will not be covered by the warranty.

C. Maintenance Procedures

- i. The Division and/or School IT personnel shall assist with the maintenance and repair of non-working and out-of-warranty tablets.
- ii. The School IT personnel shall implement routine device health checks, software updates, battery performance monitoring, and physical condition assessments.
- iii. The School Head, in coordination with the School Property Custodian, shall implement secure storage protocols for tablets not in active use.
- iv. The School Property Custodian must maintain controlled access to device storage areas and establish check-in/check-out procedures for device distribution.

3. For inquiries and other concerns, contact Mr. Leowenmar A. Corvera, Regional ADM Focal Person, through his email address at **leowenmar.corvera001@deped.gov.ph**.



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4. Immediate dissemination of this Memorandum is highly desired.

MARIA INES C. ASUNCION
Director IV
Regional Director



Encl.: As stated
Reference: DepEd Memorandum No. (047, s. 2024)
To be indicated in the Perpetual Index
under the following subjects:

ASSET

PROCEDURE

PROGRAMS

CLMD/lac
07/10/2025



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Republic of the Philippines
Department of Education
 CARAGA REGION

Enclosure to Regional Memorandum 0717 s. 2025

**TABLET USAGE
 CODE OF CONDUCT CONTRACT**

I will:

1. Talk with my teacher and parents to learn the rules for using the tablet.
2. Use the tablet in a responsible and ethical manner.
3. Never give out information about my username/account name and password to avoid the unauthorized use of the tablet.
4. Never use the tablet for unofficial purposes.
5. Never use or copy files that are not authorized by the owner.
6. Never install or copy personal files onto the tablet without the knowledge of the teacher.
7. Never install or download any pirated or unauthorized software.
8. Never play games especially without the consent of the teacher.
9. Ask for the guidance of the teachers for doubtful activities which will need the use of the tablet.
10. Let my teacher and/or parents know my Username and Password (if there's any) listed below:

Name and Signature:

Learner _____ Date _____

Parent and/or Guardian _____ Date _____

Teacher _____ Date _____



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