



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

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JULY 17 2025

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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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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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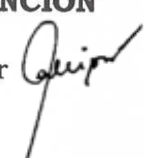


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4. Immediate dissemination of this Memorandum is highly desired.


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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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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