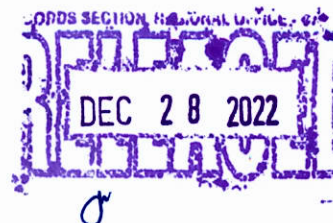




Republic of the Philippines
Department of Education
CARAGA REGION



December 27, 2022

REGIONAL MEMORANDUM
No. 1115, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

RELEASE AND DISTRIBUTION OF REGIONALLY-PROCURED TABLETS
FOR SCHOOLS DIVISION OFFICES THAT ARE GREATLY-AFFECTED
BY TYPHOON ODETTE

1. The Schools Division Offices (SDOs) of Dinagat Islands, Siargao, Surigao City and Surigao del Norte that were greatly affected by Typhoon Odette last December 16, 2021 based on the Vetted and Final Rapid Assessment of Damages Report (RADaR) are hereby informed of the release and distribution of the regionally-procured tablets.
2. The main objective of this project is to augment the learning resource needs of the typhoon-affected SDOs for learning continuity.
3. The tablets will be equitably distributed to the concerned SDOs based on the Number of Damaged Learning Materials per Vetted and Final RADaR. To wit:

Division	No. of Damaged Learning Materials	Proportion (No. of Damaged LMs per SDO/Total No. of Damaged LMs x 100%)	No. of Tablets (Proportion x Total No. of Tablets)
Dinagat Islands	3,194,438	30.54%	684
Siargao	5,793,473	55.38%	1,242
Surigao City	1,170,094	11.19%	251
Surigao del Norte	303,238	2.90%	65
TOTAL	10,461,243	100.00%	2,242

4. Below is the tablet allocation of per SDO as reference for logistics preparations:

Division	No. of Tablets (each box contains 1 charger adapter, 1 USB Type-C charger cable wire, 1 Type-C to USB 3.0 OTG Adapter, 1 screen protector, 1 64GB MicroSD Card, 1 headset, 1 User's Manual, and 1 Warranty Card)	No. of Magnetic Keyboard and Bluetooth Optical Mouse	No. of 3.5 mm Over-the-Head Headset	No. of Polyurethane Leather Cover	No. of Silicon Case
Dinagat Islands	684	684	684	684	684
Siargao	1,242	1,242	1,242	1,242	1,242
Surigao City	251	251	251	251	251
Surigao del Norte	65	65	65	65	65
TOTAL	2,242	2,242	2,242	2,242	2,242



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5. Before the distribution of the items, the Division ITO Officers and LR Managers shall:

- upload soft copies of the quality-assured Self-learning Modules (SLMs), Learning Activity Sheets (LASs), audio/TV lessons, and other digital learning resources to the said tablets;
- determine recipient schools that will receive the abovementioned items;
- submit the List of Learner Recipients using the template found in Enclosure A; and
- conduct an orientation on the use and care of the tablets to the School Heads, School Property Custodians, and School IT Coordinators.

6. All concerned SDO Supply Officers are advised to pick up the items in the regional office through Assets Management Unit c/o Ms. Zenylou F. Buyan, the Unit Head during weekdays, starting December 27 to 29, 2022.

7. The deadline for the submission of the accomplished List of Learner Recipients is on or before January 20, 2022. The list must be emailed to caraga@deped.gov.ph copy furnish to kevinhope.salvana@deped.gov.ph.

8. SDOs shall consider the following criteria in selecting school and learner-recipients, while promoting the Equal Opportunity Principle:

- School selection and prioritization must be based on their LR deficiencies. School-recipients must have electricity, and School ICT Coordinator who will provide immediate troubleshooting assistance; and
- Learner recipients, regardless of their key stages, are those who belong in grade levels with huge LR deficiencies. Learner recipients must have access to electric power source, and are responsible enough in keeping the tablet is good working condition.

9. All tablets are covered with a three-year warranty and after sales services. For more information about the warranty and tablet use and care, please read the Warranty Card found in the tablet's box. For issues and concerns like damaged and lacking accessories, warranty, and after sales service, please report them at <https://bit.ly/ROtabletHELP>, or contact Mr. Kevin Hope Z. Salvaña through his email at kevinhope.salvana@deped.gov.ph. The contact number for the Store Service Center is 09692454382.

10. Traveling expenses and per diems of the SDO personnel shall be charged to the division MOOE funds subject to the usual accounting and auditing rules and regulations.

11. Immediate dissemination of and compliance to this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: As stated.

Reference: Approved Activity Proposal

To be indicated in the Perpetual Index

under the following subjects:

ASSET INFORMATION TECHNOLOGY LEARNING RESOURCES

CLM/khzs
12/27/2022

Enclosure A of RM No. 1115, s. 2022

LIST OF LEARNER-RECIPIENTS OF THE RO-PROCURED TABLET RE: TYPHOON ODETTE

(Please prepare a separate sheet per school-recipient)

SDO: _____

School: _____

Total Allocated Set of Tablets: _____

[illegible]

Prepared by:

School Property Custodian

Noted:

School Head

Division Supply Officer

Schools Division Superintendent