



Republic of the Philippines
Department of Education
CARAGA REGION



August 11, 2020

REGIONAL MEMORANDUM

No. 390, s. 2020

To: Schools Division Superintendents
This Region

**GUIDELINES ON THE USE OF TABLET PCs DISTRIBUTED TO THE DIVISION
OFFICES**

1. The Regional Office thru the Information and Communication Unit will distribute Tablet PCs to Division Offices to be lent to its staff for official use during this COVID-19 pandemic subject to the guidelines presented below:
2. Division Offices shall allow these tablet PCs to be borrowed by work from home (WFH) personnel who do not have such resource at home in order to continuously execute the functions and services of the office. Below are the number of Tablet PCs to be distributed to the division office:

Division Office	No. of Tablet PCs to receive	Division Office	No. of Tablet PCs to receive
Agusan del Norte	9	Dinagat Islands	7
Agusan del Sur	9	Siargao Islands	7
Bayugan City	5	Surigao del Norte	9
Bislig City	5	Surigao City	7
Butuan City	7	Surigao del Sur	9
Cabadbaran City	5	Tandag City	5

3. These devices are for borrowing purposes only and not to be issued permanently to staff. Staff/Borrowers are required to return the devices and accessories to the Supply Office upon resumption of regular office reporting.
4. Staff/Borrowers are responsible for the care of the borrowed device/s. The devices are government property and should always be handled as such. Borrowed device/s must be kept clean and free of marks. Placing stickers, writing or drawing on, engraving, ripping, or otherwise defacing the device or carrying case are not allowed and will result to in loss of privileges and charged fees.
5. Staff/Borrowers shall take full responsibility for any damages, losses of items (device and/or accessories), or stolen while the device is in their possession. A fee



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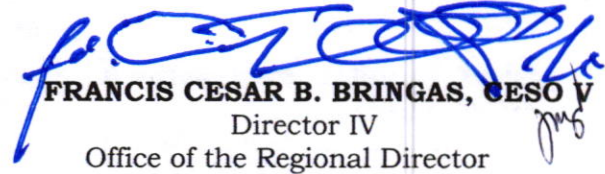
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will be charged for any necessary reparation for damaged items and/or replacement for lost and/or stolen items. Below is the table of cost and value:

Item	Cost of item
Tablet PC (Damaged, Lost, Stolen)	12, 705.41
Touch Screen/LCD (Broken)	8,500.00
Keyboard (non-repairable) Top Case	-
Charger/Adapter (lost, stolen, or broken)	978.00
Headset with Microphone	725.00

6. Division IT Officer shall ensure and account the condition of all units upon borrowing/lending; the same upon return/receive.
7. Supply Officer shall place property tags of the device/s and maintain a record or inventory of items borrowed. Supply officer shall hand in the device upon borrowing and receives the device upon return together with the IT officer for the checking of the item.
8. Once this pandemic is over and WFH is not necessary, these tablet PCs shall be turned over to the LR Focal person to be placed in the LR section. These devices are from DepEd Computerization Program DCP); it is a must that these are returned, so students can freely utilize these devices for educational purposes. LR Focal Persons are in charge with any modality so that these devices are utilized by the students.
9. Wide and immediate dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Director IV
Office of the Regional Director

Encls.: NONE

Reference: NONE

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

COVID19

INFORMATION TECHNOLOGY

TABLET PCs

ICTU/mma
08/11/2020



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 329, s. 2020

August 10, 2020

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, SGOD and CID
SHS Coordinators
School Heads
This Region

**ANNOUNCEMENT FOR THE APPROVED SPECIAL ORDER TO SENIOR HIGH SCHOOL
GRADE 12 LEARNERS ELIGIBLE FOR GRADUATION, SY: 2019-2020**

1. This to inform the field on the approval of the Special Orders of Private Schools/Colleges and Technical-Vocational Institutions of their Senior High School Grade 12 Learners.
2. The approval of the Special Orders are subject to the provisions of DepEd Order No. 88, s. 2010 and DepEd Order No. 10, s. 2018.
3. The Private Schools/Colleges and TVIs listed below are hereby granted the Special Orders for the approval of the eligibility for graduation from Senior High School of Grade 12 Learners SY: 2019-2020, to wit:

Division/s	NO.	Name of School/s	Special Order No./s
Agusan del Norte	1	Buenavista Institute	RO-XIII-0027-0028,s. 2020
		Caraga Institute of Technology	RO-XIII-0297,s.2020
Agusan del sur	1	AMA Computer Learning Center	RO-XIII-0347-0351,s.2020
	2	STI College San Francisco, Inc.	RO-XIII-0343-0346,s.2020
	3	Southway College of Technology	RO-XIII-0472-0473,s.2020
Bayugan City	1	Agusan del Sur Colleges,Inc.	RO-XIII-0395,s.2020
Bislig City	1	Andres Soriano Colleges of Bislig	RO-XIII-0445-0470,s.2020
	2	De La Salle San Bosco College	RO-XIII-0428-0444,s.2020
	3	Gaspar Rodriguez Educational and Training Center, Inc.	RO-XIII-225-0226,s.2020
	4	Saint Vincent de Paul Diocesan College	RO-XIII-0381,s.2020
Butuan City	5	Southern Tecnological Institute of the Philippines	RO-XIII-0227,s.2020
	1	Ftr.Saturnino Urios University, Bp. Pueblos	RO-XIII-0298-0320,s.2020 0325-0326,s.2020



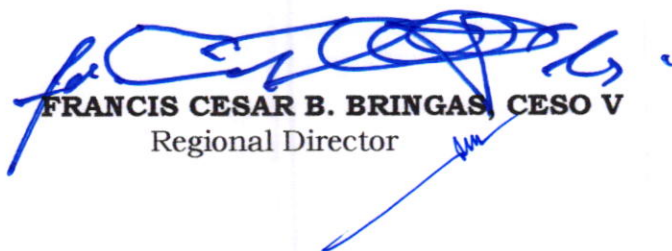
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	2	Saint Joseph Institute of Tech. (Main)	RO-XIII-0352-0378,s.2020
Dinagat	1	Don Jose Ecleo Memorial Foundation	RO-XIII-0334-0342,s.2020
	2	Loreto Academy,Inc.	RO-XIII-0332-0333,s.2020
Surigao City	1	St. Jude Thaddeus Institute of Technology	RO-XIII-0396,s.2020
	2	St. Paul University Surigao	RO-XIII-0401-0427,s.2020
	3	Surigao Education Center	RO-XIII-0397-0400,s.2020
Surigao del Norte	1	San Nicolas Academy	RO-XIII-0379-0380,s.2020
Surigao del Sur	1	Mother of Mercy Academy	RO-XIII-0328-0331, 0471 s.2020
	2	Cortes Academy	RO-XIII-0327,s.2020

4. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

References:

Deped Order No. 88, s. 2010

DepEd Order No. 10, s. 2018

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

LEGISLATION PERMIT AUTHORITY POLICY SCHOOLS SENIOR HIGH
SCHOOL TECHNICAL EDUCATION

QAD/vas
08-10-20