



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

09 September 2021

**DIVISION MEMORANDUM**  
No. 422, s. 2021

**GUIDELINES ON THE USE OF DIVISION-PROCURED ANDROID TABLETS AND USB-OTG  
DISK DRIVES AT HOME DURING THE COVID-19 PANDEMIC**

To: **OIC – Office of the Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**


1. This is to inform the field that the school heads are authorized to release the Division-procured Android tablets and USB-OTG Disk Drives to learners for use in the conduct of online and/or offline delivery of learning resources during the COVID-19 pandemic subject to the following guidelines:

- a. The principals/school heads 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 the learners;
- b. The learners can bring home the said devices to enable them to access quality-assured learning resources, attend online classes, and/or use DepEd-approved tools such as DepEd Commons, DepEd MAC, 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 learner is liable for any loss or damage while the device is in his/her custody if it is determined that there was negligence on the part of the learner;
- d. The learners are required to return the said devices at the end of the school year, or upon resumption of regular classes, whichever comes first.

2. Please see attached suggested Borrower's Form and Return Slip template to be used by the schools when lending School ICT equipment to learners.

3. For clarifications and other related concerns, please contact Mr. Mahnnie Q. Tolentino, Project Development Officer II, OIC-EPS LRMDs through the LRMDs Office.

4. Immediate and widest dissemination of this Memorandum is desired.

  
**MIGUEL MAC B. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: None

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

<b>EMPLOYEES</b>	<b>EQUIPMENT</b>	<b>FORMS</b>	<b>INFORMATION &amp; INFORMATION</b>
<b>TECHNOLOGY</b>			
<b>PUPILS</b>	<b>SCHOOLS</b>	<b>STUDENTS</b>	<b>TEACHERS</b>

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**ANDROID TABLET/USB-OTG DRIVE  
BORROWER'S FORM**

Name of Borrower \_\_\_\_\_  
(Last Name) (M.I.) (First Name)  
Grade Level \_\_\_\_\_ Section \_\_\_\_\_  
Date Borrowed \_\_\_\_\_ Date Returned \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

Device Description/Specifications (Batch No., Serial No., Brand, Capacity (RAM and ROM), color):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will return the device/s in good condition to the property custodian and accept full financial liability for the equipment while it is in my possession.

Prepared and Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
\_\_\_\_\_  
Property Custodian School Head

Date: \_\_\_\_\_

**ANDROID TABLET/USB-OTG DRIVE RETURN SLIP**

Name of Borrower \_\_\_\_\_  
(Last Name) (M.I.) (First Name)  
Grade Level \_\_\_\_\_ Section \_\_\_\_\_  
Date Borrowed \_\_\_\_\_ Date Returned \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked and Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
\_\_\_\_\_  
Property Custodian School Head

Date: \_\_\_\_\_