



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0402

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

Subject : **DISSEMINATION OF GUIDELINES ON THE PROCUREMENT, DELIVERY, AND UTILIZATION OF LEARNING TABLETS FOR ADM AND ALS LEARNERS**

Date : July 16, 2025

Pursuant to Regional Memorandum No. CLMD-2025-361 re: Dissemination of Guidelines on the Procurement, Delivery, and Utilization of Learning Tablets for ADM and ALS Learners, this Office advises schools to adhere to the provisions of DepEd Memorandum No. 047, s. 2004 re: **Supplemental Guidelines on the Utilization of Additional Downloaded Fiscal Year 2023 Flexible Learning Options Funds for the Procurement of Tablets** and the Unnumbered Joint Memorandum, re: **Guidelines on the Conduct of Early Procurement Activities (EPA) for FY 2025 for the Procurement and Delivery of Tablets.**

This Office reiterates the following:

Authorized Users	1. Learners enrolled in the OHSP and/or for secondary level under ADM residing in areas that are medium and high-risk or prone to natural hazards, Night School Program, and other ADM learners under other Alternative Delivery Modalities. 2. ALS learners.
Learning Contract, Undertaking	The learner and the parent and/or guardian shall accomplish the contract and undertaking before the distribution of the learning tablets. Unified templates shall be provided through the LRMS.
Orientation	Recipients must be properly oriented.

Immediate dissemination of this Memorandum is desired.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

Attached: As stated.  
CID/jey/ybm

**RELEASED**

**JUL 17 2025**



Address: City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
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RECORDS SECTION SDO PANABO CITY  
BY



20452



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

July 3, 2025

REGIONAL MEMORANDUM  
 CLMD-2025-361

DISSEMINATION OF GUIDELINES ON THE PROCUREMENT, DELIVERY, AND  
 UTILIZATION OF LEARNING TABLETS FOR ADM AND ALS LEARNERS

To: Schools Division Superintendents

1. Pursuant to DepEd Memorandum No. 047, s. 2024, re: **Supplemental Guidelines on the Utilization of Additional Downloaded Fiscal Year 2023 Flexible Learning Options Funds for the Procurement of Tablets** and Unnumbered Joint Memorandum, re: **Guidelines on the Conduct of Early Procurement Activities (EPA) for FY 2025 for the Procurement and Delivery of Tablets**, this Office advises the Schools Division Offices (SDOs) to adhere with the provisions therewith.

2. This Office reiterates the following:

Authorized Users	1. Learners enrolled in the OHSP and/or for secondary level under ADM residing in areas that are medium and high-risk or prone to natural hazards, Night School Program, and other ADM learners under other Alternative Delivery Modalities 2. ALS Learners
Learning Contract, Undertaking	Learner and the parent and/or guardian shall accomplish the contract and undertaking before the distribution of the learning tablets.  Unified templates shall be provided through the LRMS.
Orientation	Recipients must be properly oriented.

3. Immediate dissemination and compliance of this Memorandum is directed.

**ALLAN G. FARNAZO**  
 Director

Enclosed: As stated.  
 RO12/aca

DEPARTMENT OF EDUCATION - DAVAO  
 RECORDS SECTION  
**RELEASED**

WI  
 14, 2024  
 20452



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-0051  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Tablets for Alternative Delivery Mode (ADM) Learners**

**Batch 1**

**Brand Name:** Lenovo

**Model:** TB330XU (Tab K11)

Division Office	Allocation Per SDO
Davao City	134
Davao de Oro	60
Davao del Norte	34
Davao del Sur	469
Davao Occidental	26
Davao Oriental	45
Digos City	7
Island Garden City of Samal	6
Mati City	9
Panabo City	24
Tagum City	4
<b>Total</b>	<b>818</b>

**Batch 2**

**Brand Name:** Lenovo

**Model:** TB330XU (Tab K11)

Division Office	Allocation Per SDO
Davao City	650
Davao de Oro	465
Davao del Norte	170
Davao del Sur	0
Davao Occidental	74
Davao Oriental	80
Digos City	50
Island Garden City of Samal	52
Mati City	227
Panabo City	90
Tagum City	86
<b>Total</b>	<b>1,944</b>

Prepared by:

**ANALIZA C. ALMAZAN**  
LRMS Manager

NOTED:

**MARY JEANNE B. ALDEGUER, EdD**  
Chief ES, CLMD



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Tablets for Alternative Learning System (ALS) Learners**

**Brand Name:** Haier  
**Model:** P20\_M64G3M

Division Office	Allocation Per SDO
Davao City	480
Davao de Oro	328
Davao del Norte	297
Davao del Sur	145
Davao Occidental	135
Davao Oriental	169
Digos City	86
Island Garden City of Samal	55
Mati City	62
Panabo City	92
Tagum City	101
<b>Total</b>	<b>1,950</b>

Prepared by:

**ANALIZA S. ALMAZAN**  
LRMS Manager

NOTED:

**MARY JEANNE B. ALDEGUER, EdD**  
Chief ES, CEMD





Republic of the Philippines  
**Department of Education**

**JOINT MEMORANDUM**

TO : **REGIONAL DIRECTORS**

FROM : **ATTY. PETER IRVING C. CORVERA**  
Undersecretary, Office of the Secretary

**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary, Office of the Secretary

**GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

**ANNALYN M. SEVILLA**  
Undersecretary for Finance

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**ATTY. GERARD L. CHAN**  
Undersecretary for Procurement

SUBJECT : **GUIDELINES ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES (EPA) FOR FY 2025 FOR THE PROCUREMENT AND DELIVERY OF TABLETS**

DATE : **October 14, 2024**

With the approval of the Fiscal Year (FY) 2025 National Expenditure Program (NEP) and pursuant to DepEd Memorandum (DM) No. 049, s. 2024 or the "Conduct of Fiscal Year 2025 Early Procurement Activities by the Central, Regional, and Schools Division Offices," aligned with the Department Order (DO) No. 51, s. 2021 titled "Guidelines on the Conduct of Early Procurement Activities (EPA)," this Memorandum is issued to establish the guidelines on the conduct of EPA for the procurement and delivery of tablets for Alternative Delivery Mode (ADM) learners charged against the FY 2025 Flexible Learning Options - Learning Resources (FLO-LRs) Fund.

An amount of **One Billion Two Hundred Forty-Six Million Five Hundred Forty-Two Thousand (P1,246,542,000)** shall be directly released to the Regional Offices (ROs) by the Department of Budget and Management (DBM) for the procurement of tablets for ADM learners upon the approval of the General Appropriations Act (GAA), in support of DO No. 21, s. 2019 or the *Policy Guidelines on the K to 12 Basic*





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Education Program which may be accessed through this link: [https://www.deped.gov.ph/wp-content/uploads/2019/08/DO\\_s2019\\_021.pdf](https://www.deped.gov.ph/wp-content/uploads/2019/08/DO_s2019_021.pdf).

Attached as **Annex A** is the indicative regional and financial allocation per RO of the above-mentioned budget.

With the indicative list, the ROs shall initiate **Early Procurement Activities short of award** to ensure the timely availability of their required learning tablets for FY 2025. It must be noted that contracts shall only be awarded upon the approval of GAA and compliance with existing rules and regulations pertinent to EPA.

The use of funds shall be subject to the existing government budgeting, accounting, auditing, and procurement rules and regulations.

## **I. Program Background and Design**

### **a. Program Overview:**

The Flexible Learning Options (FLO), as stipulated in DO No. 021, s. 2019, provides a menu of learning interventions and pathways that are responsive to the needs, context, circumstances, and diversity of learners. FLOs allow for variations in organization, approaches, and modalities of teaching and learning. This flexibility is helpful for learners who are at risk of dropping out, children and youth who are out of school, adults who failed to finish basic education, learners with special needs, learners with extreme difficulty in accessing schools, or those who attend overpopulated schools, and learners in emergency situations.

During the implementation of the Basic Education – Learning Continuity Plan, the learning resources (LRs) served as learning tool kits for learners. The LR includes but are not limited to, SLMs, Learning Activity Sheets (LAS), learning tablets, storage devices for storing digital learning resources of learners and teachers, and other similar devices that support and aid the learning-teaching process.

In accordance with the goals set by Education for All (EFA), the Department of Education (DepEd) remains dedicated to its mission to promote the right of every Filipino learner to quality, equitable, culture-based, and complete basic education by ensuring that learners, both inside and outside the formal system, are provided with equal educational opportunities to access the needed basic education competencies, knowledge, and skills in order for them to realize their full potential and become responsible and productive life-long learners.

With the phased implementation of the MATATAG Curriculum, learners and teachers must be provided not only with Textbooks (TXs) and Teacher's Manuals (TMs), but also other supplementary learning materials such as learning tablets stored with electronic SLMs and other e-learning resources that are aligned with said new curriculum to address the requisite skills and competencies contained therein.



Likewise, as we gear towards the digitization of LRs in order to make them more accessible, and with the advent of information technology as another form of learning and communication, the learning tablets with SLMs and other materials play a significant role in the success of both face-to-face and distance learning.

These LRs shall be provided to learners, to which they shall have complete access and equip them with the necessary skills and knowledge, even in disadvantaged situations.

In accordance with DO No. 021, s. 2019, these guidelines set the parameters for the standards, technical specifications, basis of allocation, utilization, and liquidation of funds for the procurement of learning resources both for regular and ADM learners.

#### **b. Components and Items/Package**

##### **Tablets**

Tablet is a wireless, portable device with a touchscreen interface that is typically smaller than a notebook computer but larger than a smartphone. Relative to the inclusions of the tablet package, refer to the attached **Annex B**.

The provision of tablets as an assistive tool provides opportunities for learners outside the formal system, particularly ADM learners who are challenged by financial difficulties, time, geographical distance, natural disasters, poor health condition, social and family concerns, and the like, to gain and access the necessary basic education with flexibility.

The learning tablets are stored with electronic versions of SLMs, audio-visual materials, and other e-learning resources that aid and enrich the teaching-learning process.

## **II. Procedure or Steps**

### **General Processes/Steps and Corresponding Timeline/Deadline**

1. The ROs shall undertake the procurement of tablets for ADM learners following any applicable procurement modality under Republic Act (RA) No. 9184, or the *Government Procurement Reform Act*, and its Implementing Rules and Regulations (IRR), and Department of Information and Communications Technology – Information Systems Strategic Plan (DICT-ISSP) rules and regulations.
2. The ROs shall ensure compliance with the relevant provisions of DO 001, s. 2023 or the *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities* and DepEd Memorandum (DM) No. 058, s. 2024 or the *Clearance of Issuances with the Office of the Secretary* on signing authorities and other



pertinent procedural requisites.

3. The funds in these guidelines shall be utilized for the following:
  - a. Procurement of Tablets;
  - b. Incidental expenses that are necessary for the delivery of procured tablets to recipient SDOs/Districts and/or identified delivery drop-off points;
  - c. Monitoring and evaluation activities related to the procurement and distribution of tablets; and
  - d. Repeat order for tablets for ADM learners.

It is essential to note that the targeted indicative quantity of tablets was only a percentage of the total number of learners residing in disaster-prone areas under medium-risk classification and 50% of the total number of enrolment in Night School program. Hence, should the ROs reach the said targets and still have excess funds, they may conduct repeat orders for tablets for the above-mentioned ADM learners who were not provided with tablets.

Any excess amount or balance from the allotment issued may be used for the allowable expenses and activities listed above, as well as for the following purposes, by priority, in the event that the RO determines that it has reached their respective requirements for the number of tablets for ADM learners:

- a. Provision of gadgets needed in the digitization or conversion of SLMs in their electronic or interactive versions or conversion to different accessible formats; and/or
- b. Procurement of Universal Serial Bus (USBs) or other similar data storage devices for storing digital learning resources or learners and teachers.

Utilization of funds herein shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.

4. Subject to availability of funds and upon request by ROs, additional FLO-LRs funds may be downloaded by the Central Office to the ROs to address emergencies and other similar circumstances.
5. The ROs shall facilitate the procurement and delivery of these LR to the recipient SDOs/Districts or any identified delivery drop-off points that they may deem optimal.
6. For the particular timeline of the process of procurement, please refer to and be guided by the Enclosure No. 5 under DM No. 049, s. 2024 or the *Indicative FY 2025 EPA Timeline for Regional and Schools Division Offices* attached hereto as **Annex B**.

It is worth noting that completion of delivery shall not exceed and be made within 120 days from the issuance of Notice to Proceed (NTP).



7. The Procurement Strand shall continuously monitor and gather feedback on the implementation of these guidelines, as well as the conduct of Early Procurement Activities by the Regional Offices.

In this regard, each Implementing Unit (IU) or End-User (EU) shall assign a focal person who shall coordinate and report the progress and status of the EPA to the said strand.

#### **Criteria for Targeting and Prioritization**

1. The OUCT shall determine the allocation based on the latest number of secondary level learners under ADM residing in areas that are prone to natural hazards under medium-risk classification, and learners enrolled in Night School program. -

Risk classification is based on the Amount of Economic Losses incorporating the Cost of Temporary Learning Spaces, Major Repairs, and Reconstruction. For medium-risk classification, annual losses are between 100 M and 200 M per province.

2. Should the ROs determine that the provided indicative quantity of tablets, per the minimum specifications, would decrease based on their respective market survey or availability of items in their areas, the ROs are advised to immediately seek clearance from the OUCT relative to the new target quantities to be procured.
3. The ROs, through their respective Curriculum and Learning Management Division (CLMD), shall facilitate the procurement of supply and delivery of tablets as assistive devices primarily for secondary-level learners under ADM residing in areas that are prone to natural hazards under medium-risk classification and learners enrolled in Night School program. Moreover, ROs are given the flexibility to determine the ADM learners that must be given utmost priority.
4. Should there be a need to provide learning tablets to other types of ADM learners, the ROs are given the flexibility to do so. However, prioritization shall be given to secondary-level ADM learners residing in areas that are prone to natural hazards under medium risk classification and learners enrolled in the Night School program.
5. The procurement and use of said devices shall be subject to the existing guidelines on the acquisition, distribution and/or issuance, use, and return of semi-expendable supplies and equipment. The minimum technical specifications to be followed and adopted in the procurement of tablets, as vetted by the Information and Communication and Technology Services (ICTS), are attached hereto as **Annex C**. The specifications provided above are minimum specifications. The ROs may prescribe higher specifications when they deem it necessary, based on their respective market survey and availability of items in their areas.



## Roles and Responsibilities

For the purpose of these guidelines and common understanding, the following are the responsibilities of the identified personnel from the ROs:

Personnel	Responsibility
Regional Director and/or Assistant Regional Director	<ul style="list-style-type: none"> <li>• Lead and/or oversee the overall management, procurement, delivery, and monitoring of procured tablets, and ensure effective implementation of these guidelines.</li> <li>• Determine the ADM learners that must be given utmost priority to be provided with tablets</li> <li>• Consolidate and submit relevant reports to the DepEd Central Office</li> </ul>
Regional Curriculum and Learning Management Division Chief	<ul style="list-style-type: none"> <li>• Facilitate and manage the processes on the procurement and delivery of tablets</li> <li>• Safekeep the device, in coordination with the Regional ICT Personnel</li> <li>• Prepare and consolidate pertinent reports on the procurement and delivery of tablets</li> </ul>
Regional Education Program Supervisor (Learning Resource Supervisor)	<ul style="list-style-type: none"> <li>• Provide administrative and technical assistance in the procurement and delivery of tablets</li> <li>• Ensure electronic copies of SLMs are contained or stored in available electronic devices</li> <li>• Prepare and accomplish pertinent reports on the procurement and delivery of tablets</li> <li>• Consolidate documents and/or reports (e.g. Code of Conduct Contract, Undertaking) to be submitted</li> </ul>
Regional Information and Communications Technology (ICT) Personnel	<ul style="list-style-type: none"> <li>• Co-facilitate and co-manage in procurement and delivery</li> </ul>



	process of tablets <ul style="list-style-type: none"> <li>• Assist with the overall management of the device, and repair and maintenance of the non-working and out-of-warranty.</li> <li>• Assist with the safekeeping of the device, in coordination with the CLMD Chief</li> </ul>
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### **Inspection, Acceptance, Delivery, and Documentation/Recording**

The inspection of procured items shall be consistent with DO No. 41, s. 2021 (*The Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education*); DO No. 027, s. 2020 (*Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and School*); DO No. 42, s. 2018 (*Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets*) and other relevant issuances which may be hereinafter be issued appropriately.

### **Authorized User**

The tablet is primarily intended for secondary-level ADM learners residing in areas that are prone to natural hazards under medium-risk classification and learners in Night School program.

The use of tablets shall adhere to and be guided by DO No. 95, s. 2010 or the *Guidelines on the Proper Use of Computer and Network Facilities in All DepEd Administrative Offices and Schools*. Hence, the student and the parent and/or guardian shall accomplish and execute the Code of Conduct Contract attached hereto as **Annex D**, prior to the issuance of the device. Relative to this, the respective RO Learning Resource Education Program Supervisors shall likewise ensure that electronic versions of Self-Learning Modules (SLMs), audio-visual materials, and other e-learning resources are stored in the tablets before distributing to schools.

Likewise, an undertaking shall be executed by the parent and/or guardian of the learner, as well as the Administering Officer, prior to the release and distribution of the tablet. A copy of which is attached hereto as **Annex E**.

In addition, the use of tablets to be issued shall be included in the Learning Contract to be signed by the School Head, parents/legal guardian, and the ADM learner.

The DepEd, through the Bureau of Learning Delivery (BLD), shall issue a separate memorandum for the learning contract which shall include details relative to the SLMs to be included in the tablet, the dates they were released and retrieved, as well as instructions on how the learner shall use the tablet with the modules.



### **Safekeeping and Maintenance**

The CLMD Chief of the School Head of the recipient school is responsible for the safekeeping of the device, in coordination with the School Property Custodian. The Division and/or School IT Personnel shall assist with the repair and maintenance of the non-working and out-of-warranty. The cost of parts that need replacement and are not covered by the warranty shall be charged against the available allotments within schools, Schools Division Offices (SDOs), and/or Regional Offices (ROs), in accordance with the existing budgeting, accounting, auditing, procurement rules and regulations. These may include, but are not limited to, funds under Flexible Learning Options-Learning Resources (FLO-LRs), Operations of Schools – Maintenance and Other Operating Expenses (MOOE), and General Management and Supervision MOOE for both ROs and SDOs.

For damaged devices that are still covered by or are still within the warranty period, the supplier shall be charged only when the parts of the tablet were defective. However, it will not be covered by the warranty if the user was responsible for the damage.

### **Reporting Mechanism**

The BLR, in coordination with the BLD, shall monitor and continuously gather feedback on the implementation of these guidelines. Additional guidelines may be issued by the OUCT as to further strategies on the utilization of the procured assistive electronic tool based on the needs analysis from the field.

The ROs shall submit a report on the following accomplishments to the Bureau of Learning Resources – Office of the Director (BLR-OD) through email address at [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph):

- a. Number of tablets procured;
- b. Amount of Tablets per Unit Procured;
- c. Number of Recipient Schools;
- d. Number of Recipient ADM learner
- e. Type of ADM learner

The template to be followed is attached hereto as **Annex F**. Likewise, the ROs are expected to update and input the same data in the updated Progress Monitoring Report (PMR) to be issued by the OUCT.



## ANNEX A

### Allocation List for the Procurement of Tablets for ADM Learners

Region	Indicative Quantity of Tablets	Amount
Region I	1,260	20,790,000
Region II	6,926	114,279,000
Region III	2,466	40,689,000
Region IV-A	1,276	21,054,000
Region IV-B	1,391	22,951,500
Region V	5,931	97,861,500
Region VI	18,360	302,940,000
Region VII	22,772	375,738,000
Region VIII	1,513	24,964,500
Region IX	3,164	52,206,000
Region X	1,488	24,552,000
Region XI	1,944	32,076,000
Region XII	1,813	29,914,500
Caraga	1,127	18,595,500
CAR	1,630	26,895,000
NCR	2,487	41,035,500
<b>Grand Total</b>	<b>75,548</b>	<b>1,246,542,000</b>

\*Note: The computation is based on a percentage of the total number of learners residing in disaster-prone areas under medium-risk classification based on the Basic Education Information System Data as of SY 2021-2022, as reported by the Disaster Risk Reduction and Management Service, and 50% of the total number of enrolment in Night School program, multiplied by the possible maximum price per tablet with delivery cost amounting to Php 16,500.00.



**ANNEX B**

(Enclosure No. 5 to DepEd Memorandum No. 619, s. 2024)

**INDICATIVE FY 2025 EPA TIMELINE  
FOR REGIONAL AND SCHOOLS DIVISION OFFICES**

Major Activities	Dates
<b>CO</b>	
For projects to be directly released or downloaded by CO, the CO Program Owners will release to ROs and SDOs their respective specific Guidelines for the conduct of EPA, including project and financial details, allocation list, technical specifications/scope of work/terms of reference.	September 20, 2024
<b>ROs and SDOs</b>	
1. Submission of initial FPMPs	September 2024
2. Approval and posting in the Transparency Seal of the Indicative APP	On or before September 30, 2024
3. Submission of Procurement Documents and preparation of Bidding Documents	September to October 2024
4. Bidding Process*	October to December 2024
5. Preparation of RTA, including the tolling of period* until approval of GAA	December 2024
6. Revision of PPMPs based on GAA	January 2025
7. Consolidation of CY 2025 FPMPs and Approval of CY 2025 APP	January 2025 *Deadline for submission to GPPB is on or before January 30, 2025
8. Approval of RTA, issuance of NOA & execution of Contract*	January 2025

\*It should be noted that the applicable procurement periods prescribed under RA 9184 RIRR in relation to the conduct of EPA shall be complied with, viz:

8.1 Pursuant to Section 85 of Presidential Decree No. 1445 or the State Audit Code, no contract involving the expenditure of public funds shall be entered into unless there is an appropriation. Accordingly, pending approval and effectivity of the GAA, corporate budget or appropriations ordinance, or the loan agreement in the case of FAPs, the following periods shall be tolled or suspended:

8.1.1 the fifteen-day (15 day) period for the HoPE to approve the Resolution of the BAC and to issue the Notice of Award provided under Section 37; and  
8.1.2 the three-month (3-month) period within which to complete the procurement process, from the opening of bids up to the award of contract, under Section 38 of RA No. 9184.

8.2 The period of time for the award of contract and termination of the procurement process, as the case may be, shall begin to run again upon the approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be.

It shall not commence anew but rather, grants the HoPE the balance of the remaining period to award the contract or terminate the procurement process.



## ANNEX C

### Minimum Technical Specifications:

#### On brand

Spec	Value
Standards certifications	<p>Bidders must submit supporting documents <u>from the brand manufacturer</u> to validate that the latter is:</p> <ul style="list-style-type: none"> <li>• ISO 9001:2015 (Quality Management System) certified</li> <li>• ISO 14001:2015 (Environmental Management System) certified</li> </ul>
Authorized dealer	<p>Bidders must submit supporting documents to establish that the latter is an authorized reseller of <u>the brand manufacturer</u> and hold a Certificate of Dealership for the brand quoted</p>
Global quality	<p>Bidders must submit supporting documents <u>from the brand manufacturer</u> to validate that the brand (a) has existed for at least (3) years; and (b) maintains physical offices, service centers, or distribution hubs in at least five (5) countries other than the Philippines, with at least one (1) country from North America, one (1) country from Western Europe, and one (1) country from Asia-Pacific</p>
International warranty	<p>Bidders must submit supporting documents <u>from the brand manufacturer</u> to validate that the brand maintains service centers from the locations previously specified (i.e. global quality) that exist for the purpose of facilitating warranty claims and technical assistance</p>
Comprehensive global review	<p>Bidders must submit at least five (5) active URLs of <u>positive, technical reviews</u> published, representing every year in the last three (3) years (from the time of bid submission), of <u>any model of the brand manufacturer's tablet line</u> from at least five (5) different review sites of the ten (10) sites enumerated below:</p> <ol style="list-style-type: none"> <li>1. <a href="#">bestgadgets.com</a></li> <li>2. <a href="#">arstechnica.com</a></li> <li>3. <a href="#">wired.com</a></li> <li>4. <a href="#">cnet.com</a></li> <li>5. <a href="#">theverge.com</a></li> <li>6. <a href="#">techradar.com</a></li> <li>7. <a href="#">techspot.com</a></li> <li>8. <a href="#">androidcentral.com</a></li> <li>9. <a href="#">theverge.com</a></li> <li>10. At least one Philippine-based site (e.g. <a href="#">whatson.com.ph</a>, <a href="#">unbox.ph</a>, <a href="#">pinoygadget.com</a>, etc.)</li> </ol>



	<p>Technical review, for purposes of the above paragraph, shall refer to written commentary on actual performance and industry-based benchmarking of a brand manufacturer's tablet as opposed to a mere marketing spiel.</p> <p>In the absence of an active URL, a reference to the original URL via <a href="#">https://www.dep.gov</a> shall be allowed.</p>
DepEd branding	The brand manufacturer must be able to support custom branding options by enabling the display of the DepEd logo during system startup and having the same logo embossed in the back part of the tablet.

#### On hardware

Spec	Value
NTC Approval	Must be NTC type approved with matching unique product serial number / grant of equipment conformity
Model creation	The tablet model must have been created recently, at most three (3) years from the date of the opening of the bid
Processor	Geekbench 6 Android Benchmark Multi-Core Score of at least 2500 <sup>1</sup>
Memory	At least 6GB RAM
Storage	At least 128GB internal
SD Card Support	MicroSD
Battery Capacity	at least 5,000 mAh
Battery Type	Li-Polymer (Lithium Polymer) or better
Screen Size	Minimum 10" in HD LCD Display
Camera Front	At least 5.0 MP Fixed Focus
Camera Rear	At least 8.0 MP Auto Focus

<sup>1</sup> [https://www.geekbench.com/compare/](#)





Charging / Data Transfer Port	Type-C USB 2.0 or higher
Audio Port	At least 3.5mm Stereo
Network	802.11b/g/n: Wi-Fi 4 802.11ac: Wi-Fi 5 802.11ax: Wi-Fi 6
Bluetooth	Minimum Bluetooth 5.0
GPS	Built-in support
Sim Card Slot	Nano Sim

#### On software

##### Operating system

1. The tablet must run an Android-based operating system that is actively supported by the manufacturer, including the provision of regular security and feature updates.
2. For recently manufactured models, proof of active support may be demonstrated through the manufacturer's update policy for other tablets of the same brand.
3. The tablet must:
  - a. Be capable of being updated to the latest version of the Android-based operating system available at the time of the opening of the bid.
  - b. If the tablet does not ship with the most recent version, the base Android version (as shown in the System Information panel) must not be more than two (2) versions behind the current latest Android release at the time of the opening of the bid.
  - c. Example: If the latest Android version is 15 as of October 7, 2024, qualifying systems must have a base Android version of 13, 14, or 15.

##### Mobile Device Management

1. The device must have any available mobile device management software which shall allow whitelisting of applications to be installed.
2. Device user must have no control to install or deactivate the MDM software.





3. Division IT Officers and Project Development Officers must be provided by supplier with proper training, as well as training kits, on the usage and admin panel of the MDM software with no additional cost, as may be scheduled on a per region basis by the Regional IT Officer within the delivery timeline of the tablets.
4. This provision seeks to address the lack of control and monitoring mechanism on other devices (i.e. laptops) deployed in the public schools.

#### **App ecosystem**

The operating system must offer access to a well-established marketplace of apps, ensuring compatibility with a wide range of educational and productivity applications.

The marketplace of apps must allow the download of at least five (5) apps, at their most latest version, from the menu itemized below, at the time of the opening of the bid.

1. YouTube
2. Khan Academy
3. Duolingo
4. Minecraft: Education Edition
5. Google Classroom
6. Prodigy Math Game
7. Scratch
8. Hopscotch
9. Tynker
10. ChatGPT

#### **On accessories**

<b>Spec</b>	<b>Value</b>
Manual	English language
Power	Device Charger (Type - C) Compatible with Philippine standard electrical outlets
Headset	Either regular earphones or over-the-ear headphones 3.5mm standard audio jack Built-in microphone
Keyboard	Bluetooth Keyboard usable with the associated device
Tablet Case	Must fit the associated device and have a pocket for the keyboard





## ANNEX D

### 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 _____



**ANNEX E**  
**Undertaking**

I/We, \_\_\_\_\_ of legal age, married/single,  
and \_\_\_\_\_ of legal age, married/single with  
residence at \_\_\_\_\_ after having duly  
sworn in accordance with law hereby depose that:

1. I am the legal parent/guardian of (*Ako ang magulang o guardian nina*);  
\_\_\_\_\_  
\_\_\_\_\_
2. My/our child/children is/ are presently enrolled at (*Ang aking anak/mga*  
*anak ay kasalukuyang nag-aaral sa*)  
\_\_\_\_\_ located at (*na*  
*matatagpuan sa*) \_\_\_\_\_.
3. I am (or we are) a recipient of a learning device (tablet), purchased through  
the Flexible Learning Options (FLO) Fund from the Department of Education  
(DepEd); (*Ako/kami ay nakatanggap ng tablet mula sa Kagawaran ng*  
*Edukasyon*).
4. I have received only one (1) tablet, regardless the number of my children  
enrolled in the public school; (*Na ako ay nakatanggap ng isa (1) lang Tablet,*  
*kahit nalumabis sa isa ang aking mga anak*).
5. I am (or we are) the custodian of the said tablet, and that ownership of the  
same belongs to the Department of Education (DepEd); (*Na ako/kami ay*  
*pansamantalang tagapangalaga lamang ng nasabing Tablet at ito ay pag-aari*  
*pa rin ng Kagawaran ng Edukasyon*).
6. I/we will exercise due diligence in the use of the said device and ensure the  
use of the same is purely for educational purposes only; (*Na ako/kami ay*  
*magsisikap na pangalagaan ang paggamit ng tablet at sisiguraduhin na ito ay*  
*gagamitin lamang sa pag-aaral*).
7. I/we will take care of the said tablet and I/we will report it immediately to the  
School Head in case of lost or defects; (*Na pangagalagaan ko/namin ang*  
*nasabing tablet at aking ipapaalam kaagad sa Punong-Guro kung ang aking*  
*natanggap ay aksidenteng nawala or nasira*).
8. I/we will not pawn/mortgage or dispose the said device (tablet) by way of  
donation or sale to any person (*Na hindi ko/namin isasanla, o ibebenta ang*  
*nasabing gadget na pinahiram ng gobyerno*).
9. By reason of moving up, graduation, transfer, or dropping out, I/we will return  
the tablet to the school in good working condition. I/we will be responsible for  
the loss of the same, unless it happened under force majeure; (*Na*  
*aking/aming ibabalik sa paaralan ang tablet na nasa mabuting kalagayan,*  
*kung kami o ang aking anak ay aalis, makakatapos, lilipat o hihinto sa pag-*



*aaral. Na ako ay may pananagutan sa pagkawala nito, maliban na lamang kung ito ay wala sa aking kontrol).*

10. Any violation of this undertaking shall hold the undersigned liable. *(Na sa anumang paglabag sa kasulatang ito ay naintindihan ko ang aking pananagutan).*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ (date), at \_\_\_\_\_.

\_\_\_\_\_  
*Parent/ Guardian*  
*Signature over printed Name*

\_\_\_\_\_  
*Administering Officer*



## ANNEX F

Region: \_\_\_\_\_  
Allotted Amount: \_\_\_\_\_

### TABLETS FOR ADM LEARNERS

Number of Tablets Procured	Amount of Tablets per Unit Procured	Number of Recipient Schools	Number of Recipient ADM Learners	Type of ADM Learner (medium-risk, night school, other identified ADM learner)
1.				
2.				
3.				
4.				
5.				
Total				

\*Please add rows as needed





Republic of the Philippines  
Department of Education

AUG 22 2024

DepEd MEMORANDUM  
No. **047**, s. 2024

**SUPPLEMENTAL GUIDELINES ON THE UTILIZATION OF ADDITIONAL  
DOWNLOADED FISCAL YEAR 2023 FLEXIBLE LEARNING OPTIONS  
FUNDS FOR THE PROCUREMENT OF TABLETS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the Curriculum and Teaching Strand-Bureau of Learning Resources (BLR), issues the enclosed **Supplemental Guidelines on the Utilization of the Downloaded Fiscal Year (FY) 2023 Flexible Learning Options (FLO) Funds for the Procurement of Tablets**, as guided by DepEd Order (DO) No. 021, s. 2019, otherwise known as the Policy Guidelines on the K to 12 Basic Education Program.
2. DepEd Order 021, s. 2019 establishes the guidelines that will guide the central, regional, and schools division offices to effectively organize and manage the implementation of the K to 12 Basic Education Program. Likewise, this policy aims to provide a concrete basis for developing programs, policies, and issuances relative to the implementation of the K to 12 Basic Education Program.
3. Republic Act No. 9155 or the Governance of Basic Education Act of 2001 declares that the State shall protect and promote the right of all citizens to quality basic education and to make such education accessible to all. Likewise, it shall include alternative learning systems for out-of-school youth and adult learners. Hence, DepEd, through the BLR, shall download funds amounting to **Five Hundred Eighty-One Million Four Hundred Seventy-Five Thousand Pesos (P581,475,000)** to the regional offices (ROs), except Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), for the procurement of tablets primarily for 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 which are usually placed under Alternative Delivery Mode (ADM), and learners in the Alternative Learning System (ALS) in Basic Literacy Program (BLP), Accreditation and Equivalency (A&E) Program (Elementary and Junior High School Levels). This is in consideration of the fact that the learning tablets will be more beneficial to and will highly be utilized by said learners due to the subjects and activities offered to the secondary level. The allocation of funds is provided as Annex A in the attached Enclosure.

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4. The DepEd Computerization Program (DCP), as stipulated in DO 016, s. 2023 titled Revised Guidelines on the Implementation of the Department of Education Computerization Program, covers the provision of Information and Communications Technology (ICT) packages and tablet and laptop versions, and aims for all learners and teachers to be ICT literate and competent in using ICT-based tools, with learners, teachers, and teaching-related and nonteaching personnel as its target beneficiaries.

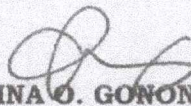
5. As differentiated from the abovementioned program, this fund shall mainly focus on OHSP learners, those who are residing in far-flung locale and areas that are at high-risk or prone to natural hazards, and learners in ALS in BLP to address and cater to the needs of ADM and ALS learners.

6. The guidelines shall establish the procedures and basis for the release, allocation, utilization, procurement, and liquidation of the 2023 FLO Funds.

7. For more information, please contact the **Bureau of Learning Resources**, Ground Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph) or at telephone number (02) 8634-1072.

8. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**GINA O. GONGONG**  
Undersecretary



Encl.:  
As stated

References:  
DepEd Order No. 012, s. 2022 and (Nos. 023 and 016, s. 2023; and 021, s. 2019)

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

BUREAUS AND OFFICES  
FUNDS  
POLICY  
PROCUREMENT  
SCHOOLS

K





(Enclosure to DepEd Memorandum No. 047, s. 2024)

**SUPPLEMENTAL GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED  
FISCAL YEAR 2023 FLEXIBLE LEARNING OPTIONS FUNDS FOR THE  
PROCUREMENT OF TABLETS**

**I. Introduction**

Republic Act (RA) No. 9155, otherwise known as the *Governance of Basic Education of 2001*, provides that the State shall protect and promote the right of all citizens to quality basic education and to make such education accessible to all. Likewise, it shall also include alternative learning systems (ALS) for out-of-school youth and adult learners.

As stated in DepEd Order (DO) No. 46, s. 2006, or the *Guidelines on the Pilot Implementation of the Open High School Program (OHSP)*, OHSP is an alternative mode of delivering secondary education for both public and private schools. It puts utmost priority on independent, self-paced, and flexible study for learners who are unable to begin or complete secondary education due to certain challenges including, among others, time, distance, physical impairment, financial difficulties, and social or family problems.

As defined in RA No. 11510, otherwise known as the *Alternative Learning System (ALS) Act*, ALS is a parallel learning system that provides a viable alternative to the existing formal education instruction. It encompasses both nonformal and informal sources of knowledge and skills.

In accordance with the goals set by Education for All (EFA), the Department of Education (DepEd) remains dedicated to its mission to promote the right of every Filipino learner to quality, equitable, culture-based, and complete basic education by ensuring that learners, both inside and outside the formal system, are provided with equal educational opportunities to access the needed basic education competencies, knowledge, and skills in order for them to realize their full potential and become responsible and productive life-long learners.

As time progresses and with the advent of information technology as another form of learning and communication, the provision of tablets as an assistive tool is deemed necessary as it provides opportunities for learners outside the formal system, particularly those who are challenged by financial difficulties, time, geographical distance, natural disasters, poor health condition, social and family concerns, and the like, to gain and access the necessary basic education with flexibility. This shall warrant learners, particularly those enrolled in OHSP, those residing in areas that are at high-risk or prone to natural hazards, and ALS learners in the Basic Literacy Program (BLP) and Accreditation and Equivalency (A&E) Program, who have less teacher interaction and technical support, to have the same developed knowledge, skills, and attitude as learners in the traditional school.



These supplemental guidelines, in accordance with DO No. 12, s. 2022, set the parameters for the standards, technical specifications, basis of allocation, downloading procedures, utilization, and liquidation of funds for the procurement of tablets for learners in OHSP, those residing in areas that are at high-risk or prone to natural hazards, and ALS learners subject to existing budgeting, accounting, auditing, and procurement rules and regulations and internal policies of the department to guide the field offices.

## **II. Scope and Coverage**

These policy guidelines shall cover the downloading of Fiscal Year (FY) 2023 FLO Continuing fund. Moreover, it shall be noted that said additional downloaded 2023 FLO Fund is not covered by the Special Provision of 2023 General Appropriations Act (GAA) on the provision of Self-Learning Modules (SLMs).

Further, procurement of tablets shall only be for learners enrolled in OHSP and/or secondary-level learners under the ADM residing in areas that are at high-risk or prone to natural hazards, and ALS learners. It is essential to note that no duplication of distribution of tablets shall occur, in case the OHSP learner is likewise categorized under ADM learners residing in areas that are at high-risk or prone to natural hazards.

## **III. Definition of Terms**

- 1. Alternative Delivery Mode (ADM)** refers to the nontraditional education program recognized by the DepEd which applies a flexible learning philosophy and a curricular delivery program that includes non-formal and informal sources of knowledge and skills. An alternative delivery mode may include the use of facilitator-aided and interactive self-instructional print and audio-based learning materials, video tapes, face-to-face structured learning groups, semi-structured and unstructured discussions, one-on-one tutorials, study groups and self-learning groups, demonstration sessions, home visits, mentoring, and remediation.<sup>1</sup>
- 2. Alternative Learning System (ALS) learners** refer to out-of-school children in special cases, out-of-school youth, and out-of-school adults which include, among others, indigenous peoples, learners with disabilities, teenage mothers, socioeconomically disadvantaged learners, children in conflict with the law, persons deprived of liberty, rebel returnees, learners in emergency situations, and other marginalized sectors who have not completed basic education and are enrolled in the ALS Program.

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<sup>1</sup> Republic Act No. 10618, An Act Establishing Rural Farm Schools as Alternative Delivery Mode of Secondary Education and Appropriating Funds Therefor, Sec. 3 Definition of Terms, a.



**3. Natural hazards** refer to the natural processes or phenomena that may cause loss of life, injury or other health impacts, property damage, social and economic disruption, or environmental degradation.

**4. Open High School Program (OHSP)** is an alternative mode of delivering secondary education for both public and private schools. It puts premium on independent, self-pacing and flexible study to reach learners who are unable to start or complete secondary education due to problems of time, distance, physical impairment, financial difficulties, social or family problems.

It is part of the DepEd's alternative secondary education program to provide access to secondary education through the open learning modality.<sup>2</sup>

**5. Tablet** is a wireless, portable device with a touchscreen interface that is typically smaller than a notebook computer but larger than a smartphone.

#### **IV. Policy Statement**

This DepEd Memorandum establishes the guidelines and procedures, as guided by DO No. 021, s. 2019, that will enable DepEd to provide relevant learning resources, particularly the learning tablets, in support to DepEd's mandate to make quality basic education accessible to all.

Likewise, this DepEd Memorandum aims to standardize the guidelines and establish a mechanism for DepEd to strengthen the ADM and ALS and ensure that all learners, both inside and outside the formal system, are given equal educational opportunities to attain quality basic education.

#### **V. Procedures and Standards**

##### **A. Allocation of Funds, Release, Utilization, and Reporting of Financial and Physical Accomplishments**

The release and utilization of the funds shall be guided by the following considerations:

1. The Office of Undersecretary for Curriculum and Teaching (OUCT) shall determine the allocation based on the latest number of learners in OHSP and/or secondary level learners under ADM residing in areas that are prone to natural hazards, and ALS learners. Likewise, the Office shall issue allocations in all regions except BARMM, and shall submit a request to the Office of the Undersecretary for Finance (OUF), to approve and release the funds to ROs.

2. The ROs and/or Schools Division Offices (SDOs), through their respective Curriculum and Learning Management Division (CLMD) for ROs and

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<sup>2</sup> Republic Act No. 10665, An Act Establishing the Open High School System in the Philippines and Appropriating Funds Therefor, Sec. 4. Establishment of the Open High School System (OHSS)



Curriculum Implementation Division (CID) for SDOs, shall facilitate the procurement of supply and delivery of tablets as assistive devices primarily for learners in OHSP and/or those residing in areas that are at high-risk or prone to natural hazards, and ALS learners. Moreover, ROs are given the flexibility to determine the OHSP learners and/or schools, and ALS learners that must be given utmost priority and shall likewise coordinate with their respective SDOs on the target allocation of procured materials.

3. In the event that the RO has determined to further download the fund to the SDOs, the Regional Director, through its planning, finance, and program teams, shall be responsible for determining the most equitable distribution of the fund among the SDOs.
4. The ROs or SDOs, as the case may be, may conduct any applicable procurement modality, pursuant to Republic Act (RA) No. 9184, or the *Government Procurement Reform Act* and its Revised Implementing Rules and Regulations (RIRR), and Department of Information and Communications Technology – Information Systems Strategic Plan (DICT-ISSP) rules and regulations.
5. The procurement and use of said devices shall be subject to existing guidelines on the acquisition, distribution and/or issuance, use, and return of semi-expendable supplies and equipment. The minimum technical specifications to be followed and adopted in the procurement of tablets, as vetted by the Information and Communication and Technology Services (ICTS), are attached hereto as **Annex "B."**
6. In the utilization of funds, the ROs and SDOs, as the case may be, shall comply with existing government budgeting, accounting, auditing and procurement laws, rules, and regulations.
7. The Budget Division of Finance Service of the DepEd Central Office (CO) shall facilitate the immediate processing and issuance of the Sub-Allotment Release Orders (Sub-AROs).
8. After the receipt of the Sub-AROs, the Finance Office of the ROs or SDOs shall request from the Department of Budget and Management (DBM) – ROs for the issuance of Notice of Cash Allocation (NCA) to cover the cash requirement of the Sub-AROs received from DepEd CO.

**B. Inspection, Acceptance, Delivery, and Documentation/Recording**

The inspection of procured items shall be consistent with DC No. 41, s. 2021 (*The Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education*); DO No. 027, s. 2020 (*Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and School*); DO No. 42, s. 2018 (*Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets*); DO No. 5, s. 2010 (*Guidelines on Inspection of DepEd Deliveries*); and DO No. 45, s. 2006 (*Guidelines on Delivery, Inspection and Acceptance and Recording of All Properties, by DepEd Central Office and DBM*).



*Procurement Service)* and other relevant issuances which may be herein after be issued appropriately.

**C. Authorized User**

The tablet is intended for learners enrolled in the OHSP and/or for secondary-level learners under ADM residing in areas that are at high-risk or prone to natural hazards, and ALS learners.

The use of tablet shall adhere to and be guided by DO No. 95, s. 2010 or the *Guidelines on the Proper Use of Computer and Network Facilities in All DepEd Administrative Offices and Schools*). Hence, the student and the parent and/or guardian shall accomplish and execute the Code of Conduct Contract attached hereto as **Annex "C,"** prior to the issuance of the device. Relative to this, the respective RO and/or SDO Learning Resource Education Program Supervisors, and Regional and Division ALS Focal Persons shall likewise ensure that electronic version of Self-Learning Modules (SLMs)/ALS modules, audio-visual materials, and other e-learning resources are stored in the tablets before distributing to schools and School-Based Learning Centers (SBLCs).

Further, the use of tablet to be issued shall be included in the Learning Contract to be signed by the School Head, parents/legal guardian, and the OHSP Learner and/or High School ADM Learner residing in areas that are at high-risk or prone to natural hazards, and ALS learners. The ALS learners shall only use the tablets during in-person conduct of ALS classes.

The DepEd, through the Bureau of Learning Delivery (BLD) and the Bureau of Alternative Education (BAE), shall issue a separate memorandum for the learning contract which shall include details relative to the SLMs/ALS Modules to be included in the tablet, the dates they were released and retrieved, as well as instructions on how the learner shall use the tablet with the modules.

**D. Safekeeping and Maintenance**

The School Head of the recipient school is responsible for the safekeeping of the devices, including the tablets for ALS learners, in coordination with the School Property Custodian and ALS teachers in charge of the SBLCs. The Division and/or School IT Personnel shall assist with the repair and maintenance of the non-working and out-of-warranty. The cost of parts to be replaced shall be charged to the school's Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations, for out-of-warranty tools.

For damaged devices that are still covered by or is still within the warranty period, the supplier shall be charged only when the parts of the tablet were defective. However, it will not be covered by the warranty if the user was responsible for the damage.



#### **E. Monitoring, Evaluation, and Reporting of Expenditure**

The BLR, in coordination with the BLD and BAE, shall monitor and continuously gather feedback on the implementation of this Guidelines. Additional guidelines may be issued by the OUCT regarding the utilization of the procured assistive electronic tool based on the needs analysis from the field.

In the event of SDO procurement, the SDOs, through their respective Learning Resource (LR) Supervisors and the Division ALS Focal Persons of the CID, shall submit to their respective ROs a report on the following:

- a. Number of tablets procured,
- b. Amount of Tablets per Unit Procured,
- c. List of Recipient Schools,
- d. Number of Recipient OHSP Learners, and
- e. Number of Recipient ADM Secondary Level Learners in Natural Hazard Prone Areas.

ROs shall collate said report submitted by their SDOs and submit a consolidated one to the Bureau of Learning Resources – Office of the Director (BLR-OD) through email address at [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph).

In case of RO procurement, the RO shall submit the same reports to the abovementioned email address.

The template to be observed is attached as **Annex "D."** Likewise, the ROs are expected to update and input the same data in the Progress Monitoring Report (PMR).

#### **VI. Effectivity**

This Memorandum shall take effect immediately upon its approval. All other orders, issuances, rules, and regulations which are inconsistent with the provisions of these guidelines are repealed and rescinded accordingly.

#### **VII. References**

Republic Act No. 9155 (*An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for Other Purposes*)

Republic Act No. 10665 (*An Act Establishing the Open High School System in the Philippines and Appropriating Funds Therefor*)

Republic Act No. 10618 (*An Act Establishing Rural Farm Schools as Alternative Delivery Mode of Secondary Education and Appropriating Funds Therefor*)



*DepEd Order No. 12, s. 2022 (Policy Guidelines for the Provision of Learning Resources and Needed Devices and Equipment and Funding Relevant Activities for the Implementation of Basic Education – Learning Continuity Plan)*

*DepEd Order No. 14, s. 2023 (Policy Guidelines on the Implementation of the National Learning Camp)*

*DepEd Order No. 46, s. 2006 (Guidelines on the Pilot Implementation of the Open High School Program (OHSP))*

*DepEd Order No. 16, s. 2023 (Revised Guidelines on the Implementation of the Department of Education Computerization Program)*

*DepEd Order No. 41 s. 2021 (The Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education)*

*DepEd Order No. 027, s. 2020 (Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and schools Division Offices, and School)*

*DepEd Order No. 42, s. 2018 (Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets)*

*DepEd Order No. 5, s. 2010 (Guidelines on Inspection of DepEd Deliveries)*

*DepEd Order No. 45, s. 2006 (Guidelines on Delivery, Inspection and Acceptance and Recording of All Properties, by DepEd Central Office and DBM Procurement Service)*

*DepEd Order No. 95, s. 2010 (Guidelines on the Proper Use of Computer and Network Facilities in All DepEd Administrative Offices and Schools)*



#### ANNEX A – ALLOCATION LIST FOR ADM

REGION	AMOUNT	INDICATIVE QUANTITY OF TABLETS
Region I	7,395,000	493
Region II	5,460,000	364
Region III	11,940,000	796
Region IV-A	23,280,000	1,552
Region IV-B	14,475,000	965
Region V	40,890,000	2,726
Region VI	16,455,000	1,097
Region VII	31,230,000	2,082
Region VIII	5,880,000	392
Region IX	11,550,000	770
Region X	23,370,000	1,558
Region XI	12,270,000	818
Region XII	14,925,000	995
CARAGA	9,315,000	621
CAR	1,290,000	86
NCR	44,055,000	2,937
<b>Grand Total</b>	<b>273,780,000</b>	<b>18,252</b>

Note:

\*The computation is based on the number of learners enrolled in the Open High School Program (OHSP) for School Year (SY) 2022-2023, as reflected in the LIS as of January 10, 2023, and on the total number of enrollment from high risk disaster-prone areas based on the Basic Education Information System Data as of SY 2021-2022, as reported by the Disaster Risk Reduction and Management Service, multiplied by the possible maximum price per tablet with delivery cost amounting to Php 15,000.00.

#### ALLOCATION LIST FOR ALS

REGION	AMOUNT	INDICATIVE QUANTITY OF TABLETS
Region I	27,975,000	865
Region II	17,100,000	1,140
Region III	26,100,000	1,740
Region IV-A	29,250,000	1,950
Region IV-B	8,550,000	570
Region V	9,900,000	660
Region VI	23,475,000	1,565
Region VII	32,850,000	2,190



Region VIII	20,325,000	1,355
Region IX	9,000,000	600
Region X	19,425,000	1,295
Region XI	29,250,000	1,950
Region XII	13,950,000	930
CARAGA	14,445,000	963
CAR	18,900,000	1,260
NCR	7,200,000	480
<b>Grand Total</b>	<b>307,695,000</b>	<b>20,513</b>

*Note:*

\*The computation is based on the results of the Community Learning Center (CLC) Inventory which covers ten (10) percent (%) of the School-Based Learning Centers where there is no available computer/laptop multiplied by thirty (30) which is the ratio per CLC multiplied by the possible maximum price per tablet with delivery cost amounting to Php 15,000.00. (CLC:Tablet Ratio -1:30).

*PK*



## ANNEX B

### MINIMUM TECHNICAL SPECIFICATIONS FOR TABLETS

PARTICULARS	TECHNICAL SPECIFICATIONS
<b>CPU/Processor</b>	<ul style="list-style-type: none"> <li>• Octa-core with 4x1.8 GHz and 4x2.3 GHz CPU</li> </ul>
<b>Operating system</b>	<ul style="list-style-type: none"> <li>• Any Operating System Technology that is compatible with the unit/tablet</li> </ul>
<b>RAM</b>	<ul style="list-style-type: none"> <li>• 4 GB</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• 64 GB internal</li> </ul>
<b>SD Card Support</b>	<ul style="list-style-type: none"> <li>• MicroSD (Up to 256GB)</li> </ul>
<b>Battery Capacity</b>	<ul style="list-style-type: none"> <li>• 5,000 mAh</li> </ul>
<b>Battery Type</b>	<ul style="list-style-type: none"> <li>• Li-Polymer</li> </ul>
<b>Screen Size</b>	<ul style="list-style-type: none"> <li>• 10.1" IPS LCD Display</li> </ul>
<b>Screen Resolution</b>	<ul style="list-style-type: none"> <li>• 1280x800 pixels</li> </ul>
<b>Camera Front</b>	<ul style="list-style-type: none"> <li>• 5.0 MP Fixed Focus</li> </ul>
<b>Camera Rear</b>	<ul style="list-style-type: none"> <li>• 8.0 MP Auto-Focus</li> </ul>
<b>Interface</b>	<ul style="list-style-type: none"> <li>• Type - C USB 2.0</li> </ul>
<b>Audio Port</b>	<ul style="list-style-type: none"> <li>• 3.5mm Stereo</li> </ul>
<b>Connectivity</b>	<ul style="list-style-type: none"> <li>• Wi-Fi 802.11 a/b/g/n/ac 2</li> <li>• Bluetooth</li> <li>• GPS</li> </ul>
<b>Sim Card</b>	<ul style="list-style-type: none"> <li>• Nano-SIM</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Must be NTC type approved with matching unique product serial number/grant of equipment conformity</li> </ul>
	<ul style="list-style-type: none"> <li>• The brand offered must be an international brand with at least 7 years of presence in the local market and global presence in at least 3 countries</li> </ul>
	<ul style="list-style-type: none"> <li>• Bidder must be an Authorized Reseller</li> <li>• Certificate of Dealership must be presented for the brand quoted</li> </ul>
	<ul style="list-style-type: none"> <li>• The bidder must have a partner with at least two (2) authorized service centers in different provinces in the region they are bidding for</li> </ul>
	<ul style="list-style-type: none"> <li>• ISO 9001:2015, 12004 Certificates from the manufacturer</li> </ul>
	<ul style="list-style-type: none"> <li>• Warranty Certificate from Supplier/Manufacturer</li> </ul>
	<ul style="list-style-type: none"> <li>• 1-year warranty for parts, labor, and carry-in service</li> <li>• DepEd logo shall display during system start-up and embossed in the back part</li> </ul>



<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• Case to fit the device and a pocket for the keyboard</li> </ul>
	<ul style="list-style-type: none"> <li>• Bluetooth Keyboard</li> </ul>
	<ul style="list-style-type: none"> <li>• Device Charger (Type - C)</li> </ul>
	<ul style="list-style-type: none"> <li>• Manual in the English language</li> </ul>
<b>Device Management Application</b>	<ul style="list-style-type: none"> <li>• Pre-installed with a Mobile Device Management (MDM) software compatible with the device operating system which shall allow whitelisting of applications to be installed</li> <li>• Device user must have no control to install or deactivate the MDM software</li> <li>• End User must be provided with proper training on the admin panel of the MDM software</li> </ul>



**ANNEX C**

**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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**ANNEX D**

Region: \_\_\_\_\_

**TABLETS FOR OHSP LEARNER AND/OR LEARNER RESIDING IN AREAS THAT ARE AT HIGH-RISK OR PRONE TO NATURAL HAZARDS**

Number of Tablets Procured	Amount of Tablets per Unit Procured	List of Recipient Schools	Number of Recipient OHSP Learners	Number of Recipient ADM Secondary Level Learners in Natural Hazard Prone Areas
1.				
2.				
3.				
4.				
5.				

\*Please add rows as needed.

**TABLETS FOR ALS LEARNERS**

Number of Tablets Procured	Amount of Tablets per Unit Procured	List of Recipient SBLCs	Number of Recipient ALS learners
1.			
2.			
3.			
4.			
5.			

\*Please add rows as needed.