



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0429

To : Chief of Curriculum Implementation Division (CID)
 Education Program Supervisors
 All Concerned

Subject : **ADDENDUM TO CID-2025-0402 RE: DISSEMINATION OF GUIDELINES
 ON THE PROCUREMENT, DELIVERY, AND UTILIZATION OF
 LEARNING TABLETS FOR ADM AND ALS LEARNERS**

Date : July 25, 2025

Relative to the Division Memorandum No. CID-2025-0402 re: Dissemination of Guidelines on the Procurement, Delivery, and Utilization of Learning Tablets for ADM and ALS Learners, this Office advises the Schools Division Offices (SDOs) to ensure that the learner-users/recipients of the tablets have accomplished the following forms:

Forms	User/Recipients
• Annex C- Tablet Usage Code of Conduct Contract	ALS and ADM Learners
• Learning Contract	
• Annex D- Tablet Usage Code of Conduct Contract	ADM Learners
• Annex E- Undertaking	

An editable copy of the unified templates shall be provided through the School Alternative Delivery Mode Coordinators and can be accessed in the ADM online repository.

Immediate dissemination of this Memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

Attached: As stated.
 CID/jey/ybm


RELEASED


JUL 28 2025

RECORDS SECTION SDO PANABO CITY
 BY 



Republic of the Philippines
Department of Education
DAVAO REGION

July 22, 2025

REGIONAL MEMORANDUM
CLMD-2025-392

ADDENDUM TO RM-CLMD-2025-361 ON THE GUIDELINES FOR THE
PROCUREMENT, DELIVERY, AND UTILIZATION OF LEARNING
TABLETS FOR ADM AND ALS LEARNERS

To: Schools Division Superintendents

1. Relative to Regional Memorandum CLMD-2025-361, re: **Dissemination of Guidelines on the Procurement, Delivery, and Utilization of Learning Tablets for ADM and ALS Learners**, this Office advises the Schools Division Offices (SDOs) to ensure that the learner-users/recipients of the tablets have accomplished the following forms:

Forms	Users/Recipients
Annex C – Tablet Usage Code of Conduct Contract	ALS and ADM Learners
Learning Contract	
Annex D – Tablet Usage Code of Conduct Contract	ADM Learners
Annex E - Undertaking	

2. Editable copy of the unified templates shall be provided through the SDO LRMS Personnel and can be accessed in the shared LR MS Teams.

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

RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
RO12/aca

14/01/2023, 11:51 AM - 23, 2023

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 _____

ANNEX D

Region: _____

TABLET 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 SRLC's	Number of Recipient ALS Learners

Reference: DepEd Memorandum No. 047, s. 2024 page 12 of 13/Supplemental Guidelines on the Utilization of Additional Downloaded Fiscal Year 2023 Flexible Learning Options Funds for the Procurement of Tablets

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 _____
sworn in accordance with law hereby depose that: _____ after having duly

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 reserved 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 na lumabis sa isa ang aking mga anak.

5. I am (or we are) the custodian of the said tablet, and the ownership of the same
belongs to the Department of Education (depEd); (Na ako/kami ay
pansamanatalang 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 sisisguraduhin na ito ay
gagamitin lamang sa pag-aaral.said tablet and I/wen will report it immedately
to the School Head in case of lost or defects; (Na pangangalagaan ko/naming
ang nasabing tablet at aking ipapaalam kaagad sa Punong-Guro kung ang
aking natanggap ay aksidenteng Nawala or nasira).

**Department of Education
Region XI**

Alternative Delivery Mode (ADM) Program

**Learning Contract on the Utilization of Tablets
for ADM Learners**

I. Learner Information

Name of Learner: _____

Grade Level: _____

School: _____ SDO: _____

Learning Delivery Modality: Check the box of the chosen modality

OHSP

Homeschooling

Night High School

MISOSA

E-IMPACT

Farm School

Modified Work and Study Program

LAP

II. Description of the Learning Resource

Tablet Brand: _____ Serial Number: _____

III. Objectives of the Contract

- Promote responsible and effective use of tablet devices for learning.
- Ensure the learner maximizes the educational content and applications installed.
- Strengthen learner accountability and parental involvement in the ADM program.
- Safeguard DepEd-issued equipment through proper care and usage.

IV. Roles and Responsibilities

- Learner agrees to:
 - Use the tablet strictly for educational purposes.
 - Complete assigned tasks and modules using the device.
 - Handle the tablet carefully and avoid damage, theft, or loss.
 - Avoid installing any unauthorized applications or delete pre-installed learning materials.
 - Return the tablet in good condition at the end of the period within which he/she is catered under the ADM Program.
- Parent/Guardian agrees to:
 - Supervise the learner's use of the tablet at home.
 - Ensure the device is used in a safe and conducive learning environment.
 - Take responsibility for any loss or damage due to negligence.
 - Communicate regularly with teachers on the learner's progress.
- Teacher/ADM Coordinator agrees to:
 - Determines the qualification of the learner/s who will be catered to in the ADM Program.
 - Orient the learner and parent/guardian on proper tablet use.
 - Provide technical and instructional support.
 - Monitor learner progress through regular check-ins and submissions.
 - Report misuse or issues to school authorities.

V. Duration of Use

Start Date: _____

End Date: _____

VI. Agreement

We have read, understood, and agreed to abide by the terms stated in this Learning Contract for the use of the tablet in support of ADM learning.

LEARNER'S SIGNATURE OVER PRINTED NAME

Date: _____

PARENT'S/GUARDIAN'S SIGNATURE OVER PRINTED NAME

Date: _____

**Department of Education
Region XI**

ALTERNATIVE DELIVERY MODE (ADM) PROGRAM

**Learning Contract on the Utilization of Tablets
for ADM Learners**

I. Impormasyon ng Mag-aaral

Pangalan ng Mag-aaral: _____

Baitang: _____

Seksyon: _____

Paaralan: _____

Dibisyon: _____

Pamamaraang Paghahatid ng Pagkatuto:

OHSP

Homeschooling

Night High School

MISOSA

E-IMPACT

Farm School

Modified Work and Study Program

LAP

II. Paglalarawan ng Kagamitang Pampagkatuto

Tatak (Brand) ng Tablet: _____

Numero ng Serye (Serial Number): _____

III. Mga Layunin ng Kasunduan

- Itaguyod ang responsible at epektibong paggamit ng tablet para sa pagkatuto.
- Tiyakin na lubos na magagamit ng mag-aaral ang nilalaman at aplikasyon sa tablet.
- Palakasin ang pananagutan ng mag-aaral at pakikilahok ng magulang sa programa ng ADM.
- Pangalagaan ang mga kagamitang ibinigay ng DepEd sa pamamagitan ng tamang pangangalaga at paggamit.

IV. Mga Gampanin at Pananagutan

- Sang-ayon ang mag-aaral na:
 - Gamitin lamang ang tablet para sa layuning pang-edukasyon.
 - Tapusin ang mga takdang-aralin at modyul gamit ang tablet.
 - Ingatang mabuti ang tablet at iwasan ang pagkasira, pagnanakaw, o pagkawala nito.
 - Huwag mag-install ng hindi awtorisadong apps o magtanggal ng naka-install nang mga materyal sa pagkatuto.
 - Isauli ang tablet sa maayos na kondisyon sa pagtatapos ng panahong siya ay bahagi ng ADM Program.
- Sang-ayon ang Magulang/Tagapag-alaga na:
 - Bantayan ang paggamit ng mag-aaral sa tablet habang nasa bahay.
 - Tiyaking ginagamit ang tablet sa ligtas at angkop na lugar para sa pagkatuto.
 - Panagutan ang anumang pagkasira o pagkawala ng tablet dahil sa kapabayaan.
 - Makipag-ugnayan nang regular sa guro ukol sa progreso ng mag-aaral.
- Sang-ayon ang Guro/Tagapag-ugnay ng ADM na:
 - Tukuyin ang kwalipikasyon ng mga mag-aaral na saklaw ng ADM Program.
 - Magbigay ng oryentasyon sa mag-aaral at magulang ukol sa tamang paggamit ng tablet.
 - Magbigay ng teknikal at instruksyunal na suporta.
 - Subaybayan ang progreso ng mag-aaral sa pamamagitan ng regular na pagsusuri at pagsusumite.
 - Iulat sa mga awtoridad ng paaralan ang maling paggamit o anumang isyu.

V. Panahon ng Paggamit

Petsa ng Pagsisimula: _____

Petsa ng Pagtatapos: _____

VI. Kasunduan

Kami ay nakabasa, nakaunawa, at sumasang-ayon sa mga itinakdang alituntunin sa kasunduang ito ukol sa paggamit ng tablet para sa pagkatuto sa ilalim ng ADM.

LAGDA NG MAG-AARAL SA ITAAS NG PANGALANG NASUSULAT

Date: _____

LAGDA NG MAGULANG SA ITAAS NG PANGALANG NASUSULAT

Date: _____