



Republic of the Philippines
 Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City

DIVISION MEMORANDUM

No. 373, s. 2022

To: Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads, Public Elementary Schools
 Division Supply Officer
 All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**
 Schools Division Superintendent

Subject: **RETRIEVAL, PROPER CARE AND DISTRIBUTION OF THE DISTRIBUTED
 PORTABLE COMPUTER TABLETS**

Date: August 10, 2022

1. In reference to Division Memorandum No. 290, s. 2022 (Year-End Status Report on the Distribution and Utilization of Portable Computer Tablets to Grade 1 & 7 Learners), this Office, through the Learning Management Section (LRMS) of the Curriculum Implementation Division (CID) received reports of unreturned PC Tablets as well as damaged and lost units from the recipient schools.

2. In this respect, all concerned schools are instructed to ensure the following:
 - a. Unreturned units should be retrieved from the parents. Attempts for the retrieval should be recorded. Coordination with the barangay should be pursued if any concerns arise.
 - b. The Parent's Agreement Forms duly signed by the concerned parents may be presented as proof of the parent's accountability.
 - c. Damaged units as well as lost paraphernalia should be replaced with the same or with higher specifications.



RELEASED
 Date: 8/11/22
 Time: 3:57



3. Meanwhile, the Supply Office is directed to retrieve the PC Tablets on or before **August 19, 2022**, from the following schools:
 - a. Lucio Vivero Memorial ES
 - b. Salvacion ES
 - c. Antonio Balmes NHS
 - d. Cirilo Night HS
 - e. Kapuso Village Integrated School
 - f. Ridgeview Park Integrated School
 - g. Sagkahan National High School
4. The Supply Office, with the assistance of other JO staff, should check all the PC tablets for any defect or lacking accessory.
5. The retrieved PC tablets shall be distributed to other schools as determined by the Learning Resource Management Section (LRMS) as soon as possible.
6. All recipient schools are advised that the PC tablets should no longer be lent to the parents for the use of home learning. Instead, the PC tablets should be used in the classroom to supplement the teaching instruction.
7. Moreover, these tablets should always be made ready for inspection upon the monitoring of the LRMS Personnel, the Education Program Supervisors, Public Schools District Supervisors and other monitoring officials.
8. Schools are hold accountable in taking good care of these gadgets. Otherwise, these will be retrieved from those who may have failed to manage efficiently its utilization and distribution.
9. For information and wide dissemination.

