Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

3 November 2026

DIVISION MEMEORANDUM
NO. 532, S. 2026

GUIDELINES ON THE USE OF TABLETS ISSUED UNDER THE TEACEP PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Others Concerned

1. **Purpose:**
To establish guidelines on the proper use, accountability, and safeguarding of tablets issued under the Teacher Effectiveness and Competencies Enhancement Project (TEACEP) and to ensure that said devices are utilized exclusively by learners during class hours to support teaching and learning activities.

2. Policy Statement:
All tablets procured and distributed under the TEACEP Program are intended solely for learners' educational use during classroom instruction and other authorized learning activities. These devices shall remain school property and shall not be issued, assigned, or transferred to teachers, school heads, or any school personnel for personal or official use.

3. Guidelines
a. Tablets shall be used by learners only during scheduled class hours and for educational purposes directly related to the curriculum and approved learning activities.
b. Teachers shall facilitate, monitor, and supervise the proper use of tablets during instructional time.
c. The tablets shall remain under the custody of the school property custodian and shall be stored in a secure location when not in use.
d. No tablet shall be permanently issued or assigned to teachers, school heads, or any teaching or non-teaching personnel.
e. Borrowing or use of tablets by school personnel shall only be allowed for troubleshooting, maintenance, inventory, or classroom facilitation purposes and shall not extend beyond such official functions.
f. School property custodian shall maintain an inventory and utilization logbook indicating the issuance, return, condition, and accountability of each device.

g. Learners shall exercise due care in handling the tablets. Any loss, damage, or misuse shall be reported immediately to the school head for appropriate action.
h. The installation of unauthorized applications, access to inappropriate content, or use of tablets for non-educational purposes is strictly prohibited.

4. Responsibilities

A. School Heads
Overall supervision and Ensure compliance with this Memorandum.

B. Administrative Officer (Property Custodian)
Establish inventory and monitoring mechanisms.
Safeguard all tablets and related accessories.
Submit periodic utilization reports as may be required by the Schools Division Office through the TEACEP Focal.

C. Teachers
Supervise learner use of tablets during instructional activities.
Record issuance and return of devices during class sessions.
Report any loss, damage, or misuse immediately.

D. Learners
Use the tablets responsibly and only for authorized educational purposes.
Return the devices in good condition after use.
Observe all school policies governing the use of ICT equipment.

5. Accountability
a. The School Head shall exercise overall supervision and ensure compliance with this Memorandum.
b. The Administrative Officer (Property Custodian) shall maintain custody of all TEACEP tablets, keep updated inventory and property records, manage issuance and retrieval procedures, ensure proper storage and safekeeping of the devices, and submit required accountability reports.
c. The Teacher-in-Charge shall be responsible for the proper utilization, monitoring, and return of tablets during classroom use and shall immediately report any loss, damage, or misuse.
d. Learners shall be accountable for the proper care and handling of tablets while in their possession during authorized learning activities.
e. Any loss, damage, misuse, negligence, or unauthorized issuance of TEACEP tablets shall be reported for appropriate action.

7. Monitoring and Compliance
The Public Schools District Supervisors and designated Division Monitoring Teams shall regularly monitor compliance with this Memorandum. Any unauthorized issuance, misuse, negligence, or failure to safeguard the devices shall be dealt with in accordance

with existing DepEd rules, regulations, and applicable government accounting and property management policies.

8. Effectivity

This Memorandum shall take effect immediately upon issuance and shall remain in force until amended, repealed, or superseded by subsequent issuances.

9. Attached is a sample of **TEACEP TABLET ACCOUNTABILITY FORM (**Issuance, Return and Incident Report), for reference

10. For information, guidance and compliance.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 532 Date: 11/5/20
Time: 11:40 By:

Enclosure No. 1

TEACEP TABLET ACCOUNTABILITY FORM
(Issuance, Return, and Incident Report)

School: _____
District: _____
Date: _____
Class/Section: _____
Teacher-in-Charge: _____

A. TABLET ISSUANCE AND RETURN LOG

No.	Tablet Property/Control No.	Learner's Name	Time Out	Learner Signature	Time In	Condition*	Remarks
1							
2							
3							
4							
5							
6							
7							
8							

*Condition: G - Good | F - Fair | D - Damaged

B. **INCIDENT REPORT** (To be accomplished only when applicable)

Date/Time of Incident: _____
Tablet Property/Control No.: _____
Name of Learner/User: _____

Type of Incident:
☐ Damaged Tablet ☐ Lost Tablet ☐ Stolen Tablet
☐ Missing Charger/Accessory ☐ Malfunctioning Device
☐ Others: _____

Brief Description of Incident:
_____
_____
_____
_____

Action Taken:
☐ Reported to Teacher-in-Charge
☐ Reported to Administrative Officer/Property Custodian
☐ Reported to School Head

☐ Device Secured for Assessment/Repair
☐ Investigation Conducted
☐ Others: _____

C. CERTIFICATION AND ACCOUNTABILITY

I hereby certify that the information contained herein is true and correct. The tablets were issued solely for instructional purposes, returned after use, and properly monitored in accordance with Division guidelines.

Prepared by	Verified by	Noted by
Teacher-in-Charge	Administrative Officer/Property Custodian	School Head
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name
Date:	Date:	Date:

Enclosure No. 2

LIST OF SCHOOLS RECIPIENT OF TABLETS UNDER TEACEP PROGRAM

No.	Name of School	Quantity
Dapitan City Central Schools District		
1	Dapitan City Central School	18 units
2	Lawaan Elementary School	10 units
3	Ma. Cristina Elementary School	10 units
4	Sinonoc Elementary School	9 units
Barcelona Schools District		
5	Burgos Elementary School	9 units
6	Oyan Elementary School	9 units
7	Yabu Elementary School	9 units
Baylmango Schools District		
8	Canlucani Elementary School	9 units
9	Guimputlan Integrated School	9 units
10	Napo Integrated School	9 units
Potungan Schools District		
11	Aseniero Elementary School	9 units
Sulangon Schools District		
12	Antipolo Elementary School	9 units
13	Larayan Elementary School	9 units
14	Owaon Elementary School	9 units

Prepared by:

RUBY V. PAGUNTALAN
PDO II

Noted:

HELEN T. CALAGUIAN
EPS/TEACEP FOCAL