



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

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division  
Superintendent

06 JULY 2023

**DIVISION MEMORANDUM**

No. 369, s. 2023

**GUIDELINES ON THE DISTRIBUTION OF 507 TABLETS  
PROCURED BY DEPED REGION X FOR ELEMENTARY  
LEARNERS OF DEPED MISAMIS ORIENTAL**

To: **SELECT SCHOOL HEADS**  
**SELECT SCHOOL PROPERTY CUSTODIANS**  
This Division

1. The Department of Education Division of Misamis Oriental, announces the distribution of 507 Tablets procured by DepED Region X for Elementary Learners of this Division as learning devices to select recipient schools on the following dates:

School	No. of Tablets	Schedule of Release/Pick-Up
Andales IS	39	July 11, 2023 (AM)
Balingoan CS	39	July 11, 2023 (AM)
Binuangan CS	39	July 11, 2023 (PM)
Gitagum CS	39	July 11, 2023 (PM)
Gov. Pelaez ES	39	July 12, 2023 (AM)
Igpit ES	39	July 12, 2023 (AM)
Kibungsod CS	39	July 12, 2023 (PM)
Lourdes ES	39	July 12, 2023 (PM)
Lugait CS	39	July 13, 2023 (AM)
Mambayaan ES	39	July 13, 2023 (AM)
Mat-I CS	39	July 13, 2023 (AM)
San Martin ES	39	July 13, 2023 (PM)
VN Chavez MCS	39	July 13, 2023 (PM)

2. The venue of release/pick-up is at the Division Property and Supply Office and Division Event Center. It shall be received by the School Heads and School Property Custodians through the issuance of Inventory Custodians Slips and Inventory Transfer Reports by this Office.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: www.deped.misor.net | Email: misamis.oriental@deped.gov.ph



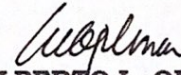



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3. Recipients must attend mandatory virtual orientation on July 25, 2023 at 1:00 PM. A link will be provided through the recipients' e-mail. The orientation shall include topics on tablet functionalities and features, resource of distance learning, proper use, cleaning and storage as well as avoiding theft.
4. Designated Property Custodians shall be required to conduct inventory of tablets at least after every grading period and teacher-advisers shall facilitate the submission of inventory report. The school shall provide proper and safe storage tablets after its retrieval. Moreover, Agreement between the recipient school and the parent/learner-borrower shall take effect immediately upon signing by both parties as applicable.
5. Travel and transportation expenses incurred shall be charged against MOOE.
6. Preferential action is hereby enjoined.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 



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