



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

**DIVISION MEMORANDUM**

No. 345 s. 2024

**DISTRIBUTION OF LAPTOP FOR LEARNERS WITH DISABILITIES**

To: Public Schools District Supervisors  
 Elementary/Secondary School Heads  
 Administrative Officers II/Property Custodian

1. This is to inform that the distribution of Laptops as Assistive Electronic Tool for Learners with Disabilities hereunder will be on August 16, 2024 at the Division Office – Property and Supply Unit.

District	School ID	School Name	Quantity
Angat	104710	Matias A. Fernando MS	6
Baliwag North	104737	Baliwag North CS	6
Bulacan	104776	Marcelo H. del Pilar MS	6
Guiguinto	104823	Guiguinto CS	6
Marilao	104913	Sta. Rosa II ES	6
Pandi	104976	Mamerto C. Bernardo MCS	6
Sta. Maria	105168	Sta. Maria ES	6
Sta. Maria	300767	Pulong Buhangin NHS	5

- The School Head or the Administrative Officer II of the recipient schools are advise to pick up the units as scheduled.
- This memorandum serves as the travel authority of all concerned personnel.
- Immediate and wide dissemination of this Memorandum is enjoined.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
 Schools Division Superintendent

Property & Supply Unit  
 August 13, 2024



**Address:** Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
**Website:** <https://bulacandeped.com>  
**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)

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## 2024 LAPTOP ALLOCATION LIST FOR SNEd CENTERS AND ILRCs

(based on SY 2021-2022 LIS Enrollment Data)

Data given by BLD-SID

#	Region	Division	School District	School ID	School Name	Complete Address	Quantity
		<b>TOTAL</b>	<b>Bulacan</b>				<b>47</b>
4971	Region III	Bulacan	Angat	104710	Matias A. Fernando MS (Angat C/S)	San Roque Angat Bulacan	6
4998	Region III		Baliuag North	104737	Baliuag North C/S	Poblacion Baliuag Bulacan	6
5035	Region III		Bulacan	104776	Marcelo H. del Pilar Memorial School	San Nicolas Bulakan Bulacan	6
5081	Region III		Guiguinto	104823	Guiguinto Central School	Poblacion Guiguinto Bulacan	6
5132	Region III		Marilao	104913	Sta. Rosa II ES	Sta. Rosa li Marilao Bulacan	6
5170	Region III		Pandi	104976	Mamerto C. Bernardo Memorial Central School	Poblacion Pandi Bulacan	6
5359	Region III		Sta. Maria	105168	Sta. Maria Elementary School	Poblacion Santa Maria Bulacan	6
ilrc	Region III		Sta. Maria	300767	Pulong Buhangin NHS	Km. 38 Pulong Buhangin, Sta Maria Bulacan	5



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director

**MEMORANDUM**  
**BLR-2024-06-1101**

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

THROUGH : **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching

FROM : **ARIZ DELSON ACAY D. CAWILAN**  
Director IV  
Bureau of Learning Resources

SUBJECT : **GUIDELINES ON THE INSPECTION, RECEIPT, DISTRIBUTION, UTILIZATION, AND MONITORING OF THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES**

DATE : **July 11, 2024**

This is to respectfully forward the attached draft Guidelines on the Utilization of the Centrally Procured Laptops as Assistive Electronic Tools for Learners with Disabilities (LWDs) shown on the table below, for approval:

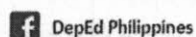
Project No.	Source of Fund	Name of Supplier	Quantity
2024- BLR2(002)- BVI-CB-004	2024 Current Fund	JONECO Tech Marketing Corp	2,500 units
2024c- BLR2(007)- BVI-CB- 015	2023 Continuing Fund	Advance Solutions Inc.	2,667 units

Attached: as stated

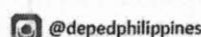
BLRPD-24-05-144



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;  
(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948  
Email Address: [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph); [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph); [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph); [blr.cebu@deped.gov.ph](mailto:blr.cebu@deped.gov.ph)



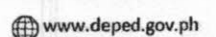
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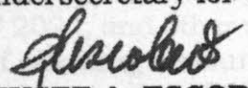
## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### JOINT MEMORANDUM

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**CONCERNED SCHOOL HEADS**  
**DIVISION SUPPLY OFFICERS**

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

  
**REVSEE A. ESCOBEDO**  
Undersecretary for Operations

SUBJECT : **GUIDELINES ON THE INSPECTION, RECEIPT, DISTRIBUTION, UTILIZATION, AND MONITORING OF THE CENTRALLY PROCURED LAPTOP AS ASSISTIVE ELECTRONIC TOOL FOR LEARNERS WITH DISABILITIES TO BE DELIVERED TO THE SCHOOLS DIVISION OFFICES IN 2024**

DATE : **July 19, 2024**

The Department of Education, through the Bureau of Learning Resources (BLR-Manila), has procured laptops for learners with disabilities (LWDs) using the FY 2024 Current TBMIS Fund and FY 2023 Continuing TBMIS Fund. The procured laptops, as assistive tools, complement the MATATAG Basic Education Agenda of an inclusive and supportive teaching and learning environment, making basic education accessible for all.

Relative hereto, JONECO Tech. Marketing Corporation and Advance Solutions Inc., as the Awarded Suppliers, are expected to deliver the laptops to the Schools Division Offices (SDOs) starting **July 31, 2024**. The Division Supply Officer is requested to be present during the delivery inspection and receipt of the laptops. However, in the absence of the Division Supply Officer, the BLR requests for the name of the duly authorized receiving personnel sent to [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph) (Attention: **Ryan T. Lactaotao**) copy furnished as [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph) (Attention: **Albert C. Alano**) to be submitted on or before **July 29, 2024**. The detailed guidelines for these projects are attached for reference and guidance.

Attached: as stated

BLRPD-24-06-059

## **H. Utilization, Safekeeping, and Maintenance**

### **1. Utilization**

- a. As an assistive electronic tool, the laptop is primarily intended for the learning purposes of LWDs enrolled in formal school and alternative learning systems (ALS).
- b. The utilization of the device by ALS learners may also be permitted, subject to the agreed schedule, conditions of borrowing, and maintenance set forth by the lending school. Responsibility in setting these conditions is crucial.
- c. The laptop will be used to access different LRs for LWDs enrolled in the formal school and ALS.
- d. The SDO Information Technology Officer (ITO)/Coordinator must upload in the unit only quality-assured accessible format LRs developed and/or managed by the CO, ROs, SDOs, and schools.

### **2. Safekeeping and Maintenance**

- a. The School Heads shall ensure that the government property laptops are appropriately used, cared for, safeguarded, and recorded.
- b. Before turning over the laptops to the class advisers, the school should ensure that they are appropriately accounted for and recorded by the Administrative Officer II designated as School Property Custodian and/or School Property Custodian if the school does not have an appointed Administrative Officer (AO) II.
- c. The school is responsible for the safekeeping and maintenance of the laptops and is liable for any damages or losses; however, the teacher-recipient (teacher-adviser/Special Needs Teacher/ALS learning facilitator) is liable for any losses or damage if it is determined that negligence occurred while the device was in their custody.
- d. The AO II designated as School Property Custodian/ School Property Custodian in coordination with the designated School Information Communication Technology (ICT) Coordinator shall conduct checking and/or inspection of its condition at the end of the school year.
- e. The repair and maintenance of the laptop shall be charged to a special education fund, the school's Maintenance and Other Operating Expenses (MOOE), and other sources.

### **3. Service Center**

- a. The awarded supplier shall provide the authorized service center per Region in the Philippines.

### **4. Installation of other Accessible Software**

- a. In addition to the NVDA, Thorium, and Microsoft Office 365 installed in each laptop, other free accessible application software for LWDs recommended by their teacher can also be installed with the approval and assistance of the Division ITO I and school's ICT Coordinator.

## **V. MONITORING AND EVALUATION**

The BLR-PD, with your crucial assistance, shall monitor and continuously gather feedback on the utilization, safekeeping, and maintenance of assistive electronic tools for learners with disabilities. Schools Division Offices (SDO) shall submit a utilization report to BLRPD at the end of the school year articulating the effectiveness of providing assistive devices in improving access and effective learning outcomes.

## **VI. REFERENCES**

1987 Philippine Constitution Article XIV, Section 1

Special Provision 14 of Republic Act 11795 or the General Appropriations Act for FY 2024

Republic Act (RA) 7277, otherwise known as Magna Carta for Disabled Person,

Republic Act 11936 or the General Appropriations Act for FY 2023

DepEd Order No. 004, s. 2024 Guidelines in the Procurement of Goods Using the Supply and Delivery Strategy and Contract Implementation of Procurement of Goods in the Department of Education

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

## **VII. EFFECTIVITY**

This Memorandum, designed with utmost care and consideration, shall take effect immediately upon its issuance, ensuring the smooth and effective implementation of assistive electronic tools for learners with disabilities.