



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

MAR 15 2022

**DIVISION MEMORANDUM**

NO. 100, s. 2022

**2<sup>ND</sup> IFIGHT WEBINAR SERIES**

To: OIC-Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Secondary School Heads

1. This Office, through the Youth Formation and Development Unit, in collaboration with Voice of the Free, shall launch its 2<sup>nd</sup> IFIGHT Webinar Series on March 16, 2022 at 10:00 a.m. via Zoom, and shall consist of five installments covering the following topics:

<b>WEBINAR TITLE</b>	<b>DATE</b>
Webinar 1: <i>Break the Chain: Human Trafficking 101</i>	March 16, 2022
Webinar 2: <i>Internet Safety and Safe Reporting Mechanism</i>	March 23, 2022
Webinar 3: <i>Use of Social Media for Digital Advocacy</i>	March 30, 2022
Webinar 4: <i>Leadership and Volunteerism in #NewNormal</i>	April 6, 2022
Webinar 5: <i>Building an IFIGHT Chapter</i>	May 4, 2022

2. Participants to this webinar series are four (4) student-leaders from the following secondary schools:

Carol-an NHS	Hinapunan IS	Tagoc NHS
Binicuil NHS	Inapoy NHS	Pinaguinpinan NHS
Locotan NHS	Salong NHS	Tagukon NHS
Camingawan NHS	Magballo NHS	Tabugon NHS
Bula NHS	Tan-awan NHS	Tampalon NHS

3. Supreme Student Government (SSG) Teacher-Advisers are requested to facilitate the following:

- attendance and participation of four student-leaders (SSG/YES-O/BKD) to the above-stated webinar;
- gadgets to be used by the participants (with no available gadget) during the sessions. Refer to enclosed OUA Memo 00-0720-0063 titled Guidelines of the Use of Devices Borrowed by Learners;




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- c. submission of names and contact numbers of participants at <https://bit.ly/3i64yDC> on or before March 15, 2022; and
  - d. accomplishment and submission of load distribution list (see enclosure no. 1) on May 10, 2022.
4. The load allowance of the participants is chargeable against iFight funds.
  5. For further details and concerns, contact Dexyll Garl G. De Jesus, Project Development Officer I, through messenger (Dexyll Garl).
  6. Immediate dissemination of and compliance with this Memorandum are desired.



**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0720-0063**

**MEMORANDUM**

17 July 2020

For: **Regional Directors  
Schools Division / City Superintends  
Heads, Public Elementary Schools and Secondary Schools  
All Other Concerned**

Subject: **GUIDELINES ON THE USE OF DEVICES BORROWED  
BY LEARNERS**

This memorandum authorizes schools to issue stand-alone desktops, laptops and tablet PCs to be borrowed by learners for temporary use in online learning subject to the following guidelines:

1. The Principals/School Heads (SHs) and the School Property Custodian shall ensure that the devices which are Government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the learner's parent/guardian using the Property Acknowledgement Receipt (if Desktop/Laptop is above P15k) and Inventory Custodian Slip (if tablet is less than P15k). (Which will be signed by the ICT Coordinator and the Parent/Guardian since the units were issued to the ICT Coordinator by the School Property Custodian).
2. The Parents/Guardians shall take full responsibility in taking care of the devices following the conditions stated in the issuance documents (PAR/ICS) and in the Borrower's Card.
3. In case the parent/guardian does not agree to the conditions then the Principal/School Head can choose another recipient.
4. The Learner Enrolment and Survey Form (LESF) accomplished during the enrollment shall be the primary basis in identifying the learners who can borrow DCP Devices. Learners with disability shall be given the priority over the others.



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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5. The School Property Custodian as well as the ICT Coordinator shall ensure the safety of the hardware by placing Property Tags on the System Unit Case, Monitor, keyboard and mouse. The property tags should include the DCP Batch No. for proper identification and these property tags should not be removed or tampered with by parents or learners. Removing or tampering of markers will be subjected to retrieval of the device. Parents/Guardians shall be held responsible for any damages that are incurred.
  
6. The recipient learner must attend a mandatory training conducted by the School ICT Coordinator on the use of DCP Units which shall include proper use, care, cleaning and storage as well as avoiding theft. Training is a prerequisite to borrowing a device.

For compliance and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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Enclosure no. 1 of Division Memo no. 100 s. 2022

**2<sup>ND</sup> IFIGHT WEBINAR SERIES  
LOAD DISTRIBUTION LIST**

**SCHOOL:** \_\_\_\_\_

**NAME OF SCHOOL HEAD:** \_\_\_\_\_

NAME OF PARICIPANT/RECIPIENT	SIGNATURE				
	March 16, 2022	March 23, 2022	March 30, 2022	April 6, 2022	May 4, 2022

Prepared by:

**NAME & SIGNATURE OF SSG ADVISER**

