



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 443, s. 2021

**To: ALL CONCERNED SCHOOL HEADS**

**GUIDELINES ON THE DISTRIBUTION OF  
SEMI-EXPENDABLE LEARNING DEVICES/RESOURCES**

Relative to the distribution of semi-expendable items cum learning devices (e.g USB Flash Drive, SD Cards, Transistor Radios, Tablets), all school-recipients are reminded of the following:

1. The safekeeping of the items, once distributed, shall be the responsibility of the requisitioner (learner/guardian), however, the monitoring shall be the responsibility of the school;
2. An Affidavit of Undertaking must be accomplished by the requisitioner upon acceptance of the item/s (see Annex A). Contents of the Affidavit must be explained to the requisitioner;
3. The ownership of the items will not be transferred to the requisitioner as they are merely borrowing the items;
4. The school property custodian must place internal control in the distribution, retrieval and inventory of the items such as use of logbooks, stock cards and other applicable mechanisms;
5. For the storage devices (flash drives, tablets and SD cards), such shall be stored with ready-to-use learning materials (TAGS, digital copy of SLMs, video lectures, etc.) before distribution to requisitioners;
6. The requisitioner must return the borrowed item/s after use. After assessment of the condition of the returned items by the property custodian, these can be lent to other users/learners;

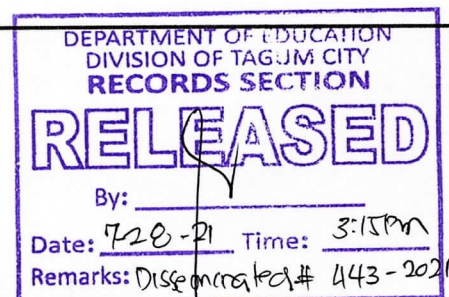
Clarifications regarding the above matters may be raised to the Learning Resource Management Section through this number: 09557765246 EPS-LRMS Lorna C Ragos.

For guidance and strict compliance.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent



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Republic of the Philippines) \_\_\_\_\_ ) S.S.

**AFFIDAVIT OF UNDERTAKING**

I, \_\_\_\_\_, of legal age, Filipino,  
and a resident of \_\_\_\_\_, after being duly  
sworn to, under oath and in accordance with law, do hereby depose and state that:

1. I am the \_\_\_\_\_ of \_\_\_\_\_;  
Relationship to Learner Name of Learner

2. I accomplished and signed this form to signify that I am fully aware of my responsibility and liability of the gadget specified below:

that will be provided by the Department of Education through the Schools Division of Tagum City;

3. The gadget must be returned to Teacher-Adviser before the school year ends;
4. The said affidavit is executed and pursuant to the Guidelines in the Provisions of Gadgets to learners;
5. That if my son/daughter has lost his/her gadget due to natural causes (i.e., typhoon, flood, earthquake), fire, theft, casualty or force majeure I must execute an affidavit of loss
6. That it is the responsibility of the parents or guardians to return or replace or pay the value of the gadget;
7. I shall not pawn or sell or transfer it, in whatever nature, to any person or entity the subject gadget otherwise my right to use the same gadget shall be forfeited and I undertake to return it to DepEd without prejudice, as applicable;
8. I shall pay the cost /value of the gadget if its loss or damage is not caused by force majeure;
8. I undertake to submit the printed copy of the AU within five (5) days from the time the DepEd requires its submission through personal or other allowed means of filing.

IN WITNESS WHEREOF, I hereunto affix my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at  
\_\_\_\_\_.

\_\_\_\_\_  
Affiant