



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Division MEMORANDUM  
No. 296, s. 2025

Chief Education Supervisors  
Public Schools District Supervisors  
School Heads of Recipient Schools  
ADM Focal Person  
All Others Concerned



**Online Orientation on the Distribution of 393 Tablets for Alternative Delivery Mode (ADM) Program**

1. In alignment with the Department's initiative to promote flexible learning, 393 tablets have been allocated for learners under the Alternative Delivery Mode (ADM) program. To ensure proper implementation, an **online orientation** shall be conducted to discuss the guidelines for distribution, safekeeping, utilization, and monitoring of these learning devices.
2. This initiative supports the provisions of **Regional Memorandum No. 0717, s. 2025**, emphasizing accountability and ethical use of government-issued educational tools.
3. The orientation aims to:
  - a) Discuss guidelines on the utilization, safekeeping, and maintenance of tablets under the ADM program;
  - b) Clarify the tablet distribution scheme and accountability procedures
  - c) Orient stakeholders on the inventory system and reporting requirements;
  - d) Ensure that learners and parents understand their roles through the Tablet Usage Code of Conduct Contract.
4. The **online orientation** will be held on **July 23, 2025 at 1:00 PM** via **MS Teams (<https://tinyurl.com/43s85dkt>)**. Participants are advised to log in **10 minutes before the session** for proper attendance checking and technical setup.
5. The following participants are expected to attend:
  - School Heads of recipient schools
  - School Property Custodians
  - Division ADM Focal Person
  - SDO IT Officer

- District Supervisors concerned
  - Parent and Teacher Representatives (optional)
6. After the orientation, School Heads shall be responsible for conducting a school-level orientation for learners and their parents or guardians to ensure that they are fully aware of the responsibilities associated with the use of the tablets. Prior to the issuance of the tablets, Accountability Forms and Tablet Usage Code of Conduct Contracts must be properly accomplished and signed by the learners, their parents or guardians, and the designated school personnel. Furthermore, the School Heads must ensure that the distribution and accomplishment reports are submitted to the Division ADM Focal Person within five (5) working days upon receipt of the tablets.
7. No physical presence or travel is required. Any incidental expenses incurred may be charged against local funds, subject to usual accounting and auditing rules.



**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encls.:

1. List of Recipient Schools

References:

To be indicated in the Perpetual Index  
Under the following subjects:

**Tablet Distribution**  
**Alternative Delivery Mode**  
**Orientation**

CID/rl  
07/22/2025

Enclosure 1 of DM No. \_\_\_\_\_ s. 2025

## TABLET RECIPIENT SCHOOLS

Bigaan Integrated School - Already Distributed  
Barobo National High School  
Cantilan National High School  
Florita H. Irizari National High School  
Hamburger Elementary School  
Hinatuan Nat'l Comprehensive High School  
Liang Nat'l Comprehensive High School  
Lingig National High School  
Madrid National High School  
Matho Integrated School  
Osmeña Integrated School  
Salvacion National High School  
St. Christine National High School  
Tagbina National High School  
Carrascal National High School  
Sta. Maria Integrated School