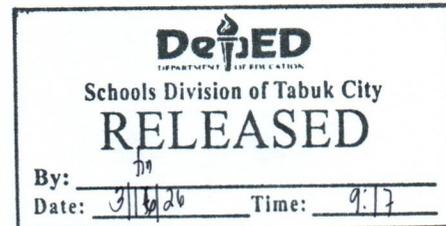




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



Office of The Schools Division Superintendent

March 9, 2026

DIVISION MEMORANDUM

No. 122 s. 2026

**RETRIEVAL AND PROPER ISSUANCE OF LAPTOPS
FOR TEACHERS INTENDED FOR
TEACHING PERSONNEL**

TO: **Public Elementary and Secondary School Heads
School Supply Officers
School Property Custodian
All Concerned**

1. In line with the Commission on Audit's (COA) Audit Observation Memorandum (AOM) No. DOTAB 2025-001 (2025) dated February 19, 2026, it has been noted that laptops intended for teaching personnel were issued to non-teaching staff. As emphasized, these laptops are procured to support the **teaching-learning process** and must be utilized by eligible teaching personnel only.
2. Following the recommendation of the COA and pursuant to **DepEd Memorandum ICTS-OD-MM-2024-0315**, all School Heads who have received Laptop for Teachers package (*see attached Annex A-List of Schools w/ Laptop for Teachers package*) are hereby directed to:
 - a) **Identify and retrieve laptops** currently issued to non-teaching personnel.
 - b) **Forward the retrieved laptops** to the Division Office–Supply Unit for proper allocation to schools with the greatest need (*if laptops are in excess*).
 - c) **Reassign the retrieved laptops** to eligible teaching personnel who are actively engaged in classroom instruction (*if there are still teachers without issued laptops*).
 - d) **Submit a compliance report** to the Division Office on or before **March 19, 2026**, indicating:
 - o The number of laptops retrieved
 - o The names of non-teaching personnel from whom laptops were retrieved
 - o The names of teaching personnel to whom laptops were issued and reissued (attached copy of issuance form-Inventory Custodian Slip)



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>





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- o List of Laptops w/ serial numbers returned to the Division Office (use the RRSP Form)
 - e) **Institute monitoring measures** to ensure that laptops remain assigned to teaching personnel and are used strictly for instructional purposes.
3. Strict compliance with this directive is expected. Non-compliance may result in administrative action in accordance with existing rules and regulations.


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Schools Division Superintendent



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