



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
HEROESVILLE ELEMENTARY SCHOOL
BRGY. GAYA-GAYA, CITY OF SAN JOSE DEL MONTE, BULACAN

21 May 2021

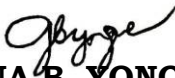
School Memorandum

No. **032**, s. 2021

To: All Teachers

**Teachers' Use of Laptops, and Tablet PCs at
Home During the COVID-19 Pandemic**

1. This is to reiterate to the field the contents of **OUA Memo 00-0420-0029 dated April 8, 2020** and **OUA Memo 00-0620-0117 dated June 30, 2020** entitled **Guidelines on the use of Desktop Computers, Laptops, Tablet PCs and Smartphones at Home during the COVID-19 Pandemic.**
2. Please see attached Borrower's Format, Agreement to Borrow Equipment and Release of Liability and Return Slip template to be used when lending School ICT Equipment to teachers.
3. Immediate dissemination of and compliance with this memorandum are desired.


GINA B. YONQUE
Principal I



Heroesville Elementary School
School ID: 162509
Block 2, Lot 15, Hereosville 1 Housing Project, Tubigan Rd., Barangay Gaya-Gaya,
City of San Jose del Monte, Bulacan 3023
Official E-Mail: 162509.sjdmc@deped.gov.ph



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AGREEMENT TO BORROW EQUIPMENT AND RELEASE OF LIABILITY

I, _____, am borrowing the following equipment from the Heroesville Elementary School:

I understand that it is my responsibility to pick up the equipment, and to return it to the same location at the end of my borrowing period unless otherwise agreed by both parties. I agreed to return the device/s to the property custodian of Heroesville Elementary School in the same condition that it was received in when I borrowed it.

I understand that there is no charge for use of the equipment. However, if the equipment is lost or destroyed while in my possession, I agree to cover any and all costs associated with the replacement of the lost/damaged equipment.

I understand that Heroesville Elementary School is not warranting that the equipment is fit for use or for any person, and that I am solely responsible for the selection of the equipment. I understand that the ICT Coordinator may provide limited assistance with equipment supplied.

I HEREBY RELEASE FROM LIABILITY AND AGREE TO INDEMNIFY AND HOLD HARMLESS HEROESVILLE ELEMENTARY SCHOOL and/or SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY, AND ANY OF ITS EMPLOYEES/TEACHERS FOR ANY LIABILITY IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT. THIS RELEASE IS FOR ANY AND ALL LIABILITY FOR PERSONAL INJURIES AND PROPERTY LOSSES OR DAMAGE IN CONNECTION WITH THE POSSESSION OR USE OF THE EQUIPMENT.

(Signature over printed name)

Prepared by:

GUIA M. ROMAY
Property Custodian

Checked and verified by:

RHEN KRIZHIA D. AMPA
ICT Coordinator

Approved by:

GINA B. YONQUE
School Head



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TABLET/LAPTOP RETURN SLIP

Name of Borrower: _____
(First Name) (M.I.) (Last Name)

Position/Designation: _____

Date Borrowed: _____ **Date to be Returned:** _____
(mm/dd/yyyy) (mm/dd/yyyy)

Remarks (ICT Coordinator):

(Signature over printed name of Borrower)

Checked and verified by:

 GUIA M. ROMAY
Property Custodian

 RHEN KRIZHIA D. AMPA
ICT Coordinator

Noted by:

 GINA B. YONQUE
School Head



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