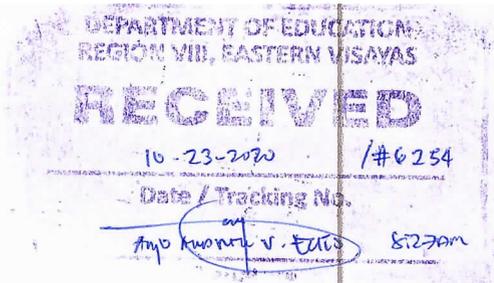




Republic of the Philippines
Department of Education
Undersecretary for Curriculum and Instruction



Office of the Undersecretary

OFFICE OF THE DIRECTOR IV		Signature
Date and Time Received	23 OCT 2020 8:58	
Date and Time Released	23 OCT 2020 11:20	

MEMORANDUM
DM-CI-2020-290

FOR : CI BUREAU DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM :
DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : ACCESS TO UPLOADED READY TO PRINT 2ND QUARTER SLMs

DATE : October 16, 2020

Ready-to-Print 2nd Quarter SMLs and other learning resources are uploaded and may be accessed through a MS Team portal.

In order to ensure that authorized personnel shall have access to these SLMs, only the following personnel in the Regional and Schools Division Offices shall be allowed access to said portal:

Regional Offices	Regional Director Assistant Regional Director CLMD Chief LR Supervisor
Schools Division Offices	Schools Division Superintendent Assistant Schools Division Superintendent CID Chief LR Supervisor

To be granted access, each Regional Office, through the CLMD Chief, must submit a consolidated list of all authorized personnel, with complete email details, together with the signed undertaking, which are hereto attached as **Annexes 1 and 2**, respectively.

The consolidated list and the undertaking shall be emailed to blr.od@deped.gov.ph.

For information and guidance.

Annex 1:

Consolidated list and details of authorized personnel of DepEd Region _____ to access Q2 Ready to Print SLMs and other learning resources.

OFFICE	NAME AND DESIGNATION	EMAIL ADDRESS	MOBILE NUMBER
Regional Office	Regional Director		
	Assistant Regional Director		
	CLMD Chief		
	LR Supervisor		
Schools Division Offices			
Schools Division Office of _____ City	Schools Division Superintendent		
	Assistant Schools Division Superintendent		
	CID Chief		
	LR Supervisor		
Schools Division Office of _____	Schools Division Superintendent		
	Assistant Schools Division Superintendent		
	CID Chief		
	LR Supervisor		
	Schools Division Superintendent		

Annex 2:

UNDERTAKING

The undersigned DepEd Officials of DepEd Region _____ undertake the following:

1. We understand that only authorized personnel, such as ourselves, have access to the MS Teams Portal where Q2 ready to print modules and other learning resources/materials are uploaded;
2. That we shall not allow any other person to use our respective email account and other details to gain access to the MS Teams Portal;
3. That we shall only gain access to the MS Teams Portal to download ready to print SLMs and other developed learning materials for the purpose of providing printed or digital modules for learners, or for airing video or audio leaning materials;
4. That we shall not, transfer, convey, or share, in any manner and by any means, the downloaded materials to any unauthorized person, except to contracted printing entities or personnel directed to print or air video/audio learning materials;
5. In the event that the downloaded file has been shared to contracted printing entities or personnel directed to print or air video/audio learning materials, we shall have said entities/personnel execute a confidentiality agreement stating that:
 - a. They acknowledge that DepEd has exclusive rights over the files/materials and that said materials are not for sharing, sale or be used for any unlawful purposes.
 - b. They shall not, transfer, convey, or share, in any manner and by any means, the downloaded materials to any other person/entity.
 - c. They shall exercise utmost diligence to secure the file and to destroy, dispose or otherwise delete the file, once the contract is completed or agreed period of use lapsed.
6. That we understand that the above statements are set forth to avoid the unauthorized use and conveyance of DepEd learning materials and that any violation of this undertaking may be a ground for appropriate administrative proceedings, when warranted.

OFFICE	NAME AND DESIGNATION	SIGNATURE/E-SIGNATURE
Regional Office	Regional Director	
	Assistant Regional Director	
	CLMD Chief	
	LR Supervisor	
Schools Division Office of _____ City	Schools Division Superintendent	
	Assistant Schools Division Superintendent	
	CID Chief	
	LR Supervisor	
Schools	Schools Division Superintendent	

Division Office of _____	Assistant Schools Division Superintendent	
	CID Chief	
	LR Supervisor	
	Schools Division Superintendent	