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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

AIDE MEMOIRE
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**DONATION OF USED ICT EQUIPMENT
TO DEPED**

The Department of Education has constantly been the recipient of donations of information and communications technology (ICT) equipment from companies, organizations, and concerned individuals for use of learners and schools in different locations across the country. Especially now in the current situation of the “new normal” brought about by the COVID-19 pandemic, more stakeholders are expressing their desire to donate equipment in support of the Department’s blended learning approach which makes use of ICT as one of its learning modalities.

While DepEd accepts wholeheartedly these ICT equipment donations, it is not the desire of the Department to become a dumping ground of old and unserviceable equipment. It is for this very reason that the Office of the Undersecretary for Administration (OUA) has released **OUA Memo 00-0620-0030 on Minimum Specifications for ICT Equipment and Internet Services to be Donated to Schools, Teachers, and/or Learners, Microsoft Licensing, and Donation Matters** last 08 June 2020, a copy is hereby attached for reference. The memorandum provided the minimum specifications to facilitate the conduct of distance education under the COVID-19 pandemic and other emergencies in the future, ensuring the said donations will be appropriate to digital contents and software applications used by DepEd.

With the Department receiving inquiries from different groups about how to make donations of ICT equipment, it is important to emphasize **that the condition of the secondhand equipment be thoroughly assessed and declared to ensure the overall usability of such donations.** Another aspect to consider is how long this donated equipment will last, given that these are most probably older versions or models. It should also be noted that the Commission on Audit (COA) does not allow re-disposal and destruction of equipment under their existing rules. Accepting unusable ICT equipment will prove troublesome for the Department to dispose of.

As such, the following must be considered in the acceptance of donated ICT equipment:

1. The ICT equipment must not be more than three (3) years old;
2. The ICT equipment must be in good running condition;
3. The computer must be in complete setup – CPU with memory cards, hard drives and other parts; keyboard and mouse; and monitor display; and



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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4. The computer must be able to run DepEd systems, apps and related applications, and/or must be able to access DepEd Commons and other DepEd online platforms if the same are Wi-Fi or LTE-enabled.

Moreover, inquiries on such donations also come with questions of how to address the issues of VAT, donation taxes, and tax incentives. As such, the OUA recommends policy issuance and guidelines on these matters from the Office of the Undersecretary for Legislative Liaison, External Partnership and Project Management after perhaps consulting with the Bureau of Internal Revenue (BIR) to seek clarifications about such tax exemptions.

Lastly, the Information and Communications Technology Service (ICTS) and the Regional, Division and School ICT Coordinators and Officers must be involved in evaluating such donations for their objective appraisal of the life and usefulness of the ICT equipment.

For reference and guidance.



ALAIN DEL B. PASCUA
Undersecretary



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