**Gov. Alfonso D. Tan College**

Maloro, Tangub City

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name)* (*program/year level*)

hereby acknowledge receipt of this Learning Tablet **HUAWEI Matepad T8** , on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(date)*

By acknowledging receipt of this Learning Tablet, the signatories fully accede to the following policies and guidelines:

1. Only regular college students with full load or who have at least 15 units due to retention policy are required to avail the learning tablet.
2. Students scheduled to graduate this A.Y. 2021-2022 are not qualified to avail the Learning Tablet privilege of the college. However, students who don’t have gadget and/or access to internet connection will be allowed to use the school facilities.
3. A student shall counterpart an amount of One Thousand Pesos (P1,000.00) to be paid upon receipt of the unit.
4. The Learning Tablet will be logged and registered to the learner’s name.
5. Learners are expected to use mobile devices responsibly and in accordance with this policy. Learning Tablet shall be used for learning only. Online games and other unnecessary apps are not allowed. However, minimal incidental private usage is permitted.
6. Upon receipt of the Learning Tablet, GADTC shall retain ownership of the tablet and the student shall only enjoy the beneficial use of the tablet in his possession. Full ownership of the Learning Tablet shall only be transferred to the student after graduation.
7. The learner should take all reasonable and practical precautions to keep the device safe from damage, loss or thief.
8. Learners shall notify the college and report to the police station within 24 hours if the learning tablet is lost, stolen or destroyed after which he/she shall replace the unit lost. If he/she does not report within 24 hours he/she shall be liable for twice the value of the unit/internet subscription plan cost.
9. Learning tablet shall be returned/surrendered in good condition to the college by the student when he/she stops from schooling for him to avail this same unit/new unit when he/she decides to re-enroll. Failure to return the device in good and functional condition, the following sanctions will be imposed:
10. Transcript of records, honorable dismissal and other school documents will not be released.
11. The unit will be blocked
12. Upon re-enrolment, he/she can no longer avail of a new Learning Tablet
13. Regular monitoring and random inspection will be conducted by the college to ensure that Learning Tablet is used by the student responsibly and in accordance with the policy.

This is to further acknowledge that the Learning Tablet has been inspected and appears to be functional and in good condition.

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Signature of student above printed name Signature of parent/guardian above printed name

**SPECIAL POWER OF ATTORNEY**

I hereby authorize the Dean of the Institute of Computer Studies, Jade Ann E. Floriza to receive on my behalf the Learning Tablet of my son/daughter/ward/dependent. I also authorize the dean to indicate my signature to agree the policies and guidelines of the Learning Tablet.

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Signature of Parent/Guardian above printed name