



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 367, s. 2018

To: All Public Elementary and Secondary School Heads
This Division

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent

Subject: Designation of a School Coordinator for Information and Communications
Technology (ICT)

Date: November 14, 2018

1. In reference to the Regional Memorandum No. 167, s.2018 and Regional Memorandum No. 709, s.2018, this Office directs all School Heads to designate (2) ICT coordinators to (1) handle the preventive maintenance of the school's ICT Equipment and in-charge of other ICT related programs and projects; (2) to handle the Data Management and Information System (LIS/EBEIS).
2. For schools classified as large (1000+ enrollment) and medium (500+ enrollment), ICT coordinators shall perform ancillary service which is technically equivalent to one teaching load (1 hour). For schools classified as small, we will resort to remuneration of overtime services rendered through service credit (DepEd Order No. 58, s.2008). The one (1) hour shall be used in performing their functions and duties as Schools ICT coordinators.
3. The Designation shall be agreed upon by the recommended teacher and school head before submitting to the SDS for approval.
4. Furthermore, designated School ICT Coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as a School Secretariat.
5. The qualifications, duties, privileges and designation form of a School ICT Coordinator is enclosed.
6. Please submit the filled out form for Designation of School Information and Communication Technology (ICT) Coordinator on or before November 29, 2018 to the Division IT Officer.
7. Immediate and wide dissemination of this Memorandum is desired.



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**DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATION
TECHNOLOGY (ICT) COORDINATOR**

Name: _____

Position: _____

Designation: School ICT Coordinator

School: _____

Address: _____

In the exigency of the service, you are hereby designated as Information and Communication Technology (ICT) Coordinator of _____ effective immediately. You are also being deloaded of your usual teaching load to four (4) hours daily to focus and concentrate on ICT Functions and duties in your school. (reference: RA 1880, CSC resolution No. 080096, DepEd Memo 291 s. 2008, DepEd Order No. 16, s. 2009, RA 9155, Magna Carta for the Public School Teachers, Civil Service Code).

DUTIES AND FUNCTIONS

- a. On ICT System and School Infrastructure Management.
 - Ensure maintenance and utilization of School e-Classroom including ICT equipment such as laptop, projectors and speakers among others.
 - Report problems and concerns about ICT packages in school to supplier and Division IT Officer.
 - Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
 - Assist in preparation of School Improvement Plan or Annual Implementation Plan.
- b. On ICT Programs and Projects
 - Spearhead in the implementation of ICT Literacy via school LAC session.
 - Maintain the effective use of the e-classroom and monitor the utilization of other ICT equipment such as laptop, projector, and speakers among others.
 - Maintain school LIS/EBEIS account (username and password) and mentor LIS/EBEIS online encoding).
 - Provide assistance and/or facilitate in the early accomplishment of different ICT related DepEd Programs like LRMDS, e-Class Record, DepEd Email Account, EHRIS and others alike.



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- c. On Partnership and Stakeholder Management
 - Forge ICT related MOU/MOA with private organizations, SUCs, LGUs, and/or Public/Private schools.
- d. On ICT Technical Assistance
 - Provide technical assistance to peers, learners and school heads with regard to the integration of ICT in teaching and learning.
 - Coordinate with the Division IT Officer on the monitoring and evaluation of ICT Programs and Projects to ensure effective feedback and collaboration.

SPECIFIC FUNCTION

- a. Manage and maintain the Information and Communication Technology (ICT) System and Infrastructure of the School to support operations.
- b. Manage and implement ICT programs and projects in the School to ensure data validity and effective utilization of the system.
- c. Formulate plans for the School to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, programs, and projects.
- d. Participate and communicate with the Division and other School ICT Coordinator with regard to the implementation/accomplishment of Division/Region/National ICT related programs.

Prepared by:

School Head

Recommending Approval:

SHERRIE R. DUNGOG
Division IT Officer

Approved:

JESNAR DEMS S. TORRES, Ph.D., CESE
Schools Division Superintendent