



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. 153, s. 2019

To: All Public Elementary School Heads  
All Public Secondary School Heads  
This Division

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

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

Date: July 18, 2019

1. In reference to the Regional Memorandum No. 371, s.2019 anchored on the unnumbered DepEd Memorandum dated June 26, 2019 from the office of Undersecretary Alain del B. Pascua, this Office directs all School Heads to submit the filled out form for the Designation of Schools Information and Communications Technology (ICT) Coordinator based on the new guidelines.
2. For the details of the guidelines, refer to the attached memoranda from Central Office and Regional Office entitled "Designation of District and School Information and Communications Technology (ICT) Coordinators".
3. Please submit the filled out form of the Designation of District and Schools Information and Communications Technology (ICT) Coordinators to the Division IT Officer, Sherrie R. Dungog, on or before July 26, 2019. For inquiries, feel free to contact the Division IT Officer at 09177154632.
4. Immediate and widest dissemination of this Memorandum is hereby enjoined.



July 9, 2019

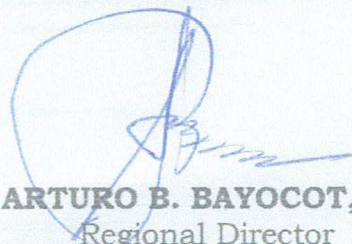
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**REGION MEMORANDUM**  
 No. 371, s. 2019

**DESIGNATION OF DISTRICT AND SCHOOL INFORMATION  
 AND COMMUNICATIONS TECHNOLOGY (ICT) COORDINATORS**

To: **Schools Division Superintendents**  
*This Region*

1. For the information and guidance of all concerned, attached is a copy of an unnumbered DepEd Memorandum dated June 26, 2019 from the office of Undersecretary Alain del B. Pascua re **Designation of District and School Information and Communications Technology ICT Coordinators**
2. This Office issued Regional Memorandum No. 167, s. 2018 **Designation of a District and School Coordinator for Information and Communications Technology (ICT)** on March 6, 2018. The School Division Offices(SDOs) are directed to update their composition of ICT coordinators according to the guidelines of the attached unnumbered memorandum from the Central Office.
3. Immediate and wide dissemination of this Memorandum is desired.



**DR. ARTURO B. BAYOCOT, CESO V**  
 Regional Director

To be indicated in the Perpetual Index  
 under the following subjects:

ICT      DESIGNATION

ICT/mabulay



*The LEARNER: The heart of DepEd Region X.*



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**

26 June 2019

For: **Regional Directors  
Schools Division Superintendents  
Chiefs, ESSD and SGOD  
Public Schools District Supervisors  
Principals and Head Teachers  
All Others Concerned**

Subject: **DESIGNATION OF DISTRICT AND SCHOOL  
INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) COORDINATORS**

1. With the conclusion of the Rapid Assessment of DepEd Computerization Program (DCP) Implementation, it was observed that most of the participants were just delegated as ICT Coordinators with no official designation by their respective school heads.
2. Relative to the succeeding release of DepEd Orders, Memoranda, and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinators' tasks was borne by a regular teacher who acts as a school/district ICT coordinator in addition to his/her regular teaching load.
3. Hence, with the goal of the Department for an effective management and implementation of ICT-related programs and projects, **all school heads are directed to designate two (2) School ICT coordinators** to handle the following:
  - a. Preventive maintenance of the school's ICT Equipment and be in-charge of other ICT-related programs and projects; and
  - b. Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.).

**Office of the Undersecretary for Administration**

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, School's Health  
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
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If the Administrative Assistant/Registrar is available, the School Head has the discretion to assign him/her to handle the Data Management. All other duties and functions of Administrative Assistant pursuant to previous issuances of whether shall remain enforced.

4. In order to ensure the proper implementation on the designation of the School ICT Coordinators, the following guidelines are issued:
  - a. For Teachers designated as School ICT Coordinators but continue to have regular teaching loads (of at least 2 but not beyond 4 hours) shall render services on part-time basis and shall remain in the teachers' leave basis. Any work done within the school premises in excess of 8 hours during the regular school days shall be given additional compensation or overtime pay;
  - b. When funds are not available for the grant of additional compensation or overtime pay, vacation service credits may be granted for services rendered beyond the required working hours during regular school days, which is exclusive of the 15 days limitation under DepEd Order No. 53, s. 2003.
  - c. The specific provision of DepEd Memorandum No. 291, s 2008 and the addendum under DepEd Order No. 16, s. 2009 shall be enforced in this regard, and;
  - d. Teachers designated on part-time basis as School ICT Coordinator and who are required to render services during the summer vacation to conduct preventive maintenance of E-Classroom/ Computer Laboratory and ICT Equipment Inventory after the closing and before the opening of classes for each semester shall likewise be granted vacation service credits of not more than 15 days, also of the exclusive 15 days' limitation.
  
5. The following procedures/ requirements must be observed:
  - a. The designation of a teacher to perform as the School ICT Coordinator whether on part-time of full-time basis shall be recommended by the School Head to the Schools Division Superintendent (SDS) for approval;
  - b. Only duly designated School ICT Coordinator may be paid additional compensation or overtime pay or may be granted vacation service credits under these guidelines;
  - c. The School Head shall submit to the SDS the request to grant of vacation service credits, clearly indicating the total number of days served by the designated School ICT Coordinator during the summer vacation together with the duly signed daily time record (DTR) for



approval;

- d. The discretion to determine the allowable number of vacation service credits that may be allowed is vested with the SDS;
  - e. The accumulated vacation service credits of teachers shall be used to offset absences of teachers due to illness. Subject to availability of funds and approval of the SDS, monetization or payment of the money value of unused vacation service credits may be allowed, using the approved formula for the computation, conversion, and reversion under existing CSC rules and regulations.
  - f. Furthermore, designated District/School ICT Coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as District/School secretariat.
6. The qualifications, duties, responsibilities, and privileges of District/School ICT Coordinator is enclosed.
7. All Schools Division Offices, thru the Division Information Technology Officer in coordination with the Public Schools District Supervisors/District Coordinating Principals, are directed to **establish a District ICT Council to be headed by two (2) School ICT Coordinators duly elected among School ICT Coordinators within the district or may be designated by the Division ITO.** The members of the District ICT Council shall be the officially designated School ICT Coordinators.
8. For those divisions with no districts, a **Division ICT Core Team may be established to be headed by the Division ITO.**
9. Immediate and wide dissemination of this memorandum is desired.

  
**ALAIN DEL B. PASCUA**  
Undersecretary





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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Designation:

District ICT Coordinator

School ICT Coordinator (ICT-related programs and projects)

School ICT Coordinator (Data Management and Information Systems support)

School: \_\_\_\_\_

Address: \_\_\_\_\_

In the exigency of the service, you are hereby designated as Information and Communication Technology (ICT) Coordinator of \_\_\_\_\_ effective immediately.

You are being unloaded of your usual teaching load to four (4) hours daily to focus and concentrate on ICT Functions and Duties in your school/district with specific provisions of DepEd Memorandum No. 291 s. 2008 and addendum under DepEd Order No. 53 s. 2003. (References: RA 1880, CSC 9155, Magna Carta for the Public-School Teachers, Civil Service Code).

**QUALIFICATIONS:**

- ❖ Minimum 3 years Teaching experience
- ❖ Oriented in Basic Computer Software and Applications
- ❖ Oriented in Basic Software and Hardware Installations
- ❖ Extensive experience in Educational Technology
- ❖ Strong interpersonal, communication, analytical and problem-solving skills.

**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.



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- 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 LRMS, e-Class Record, DepEd Email Account, EHRIS and the like.
- 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.

Recommended by:

\_\_\_\_\_  
School Head



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Recommending Approval:

SHERRIE R. DUNOG  
Division IT Officer

ALIENA S. DAJAY, Ph.D., CESE  
Education Program Supervisor  
OIC, Office of the Assistant Schools Division Superintendent

APPROVED:

JESNAR DEMS S. TORRES, Ph.D., CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

CONFORME:

\_\_\_\_\_  
Signature over Printer Name  
(Designated District/ School ICT Coordinator)