



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

10 February 2021

DIVISION MEMORANDUM
No. 043, s. 2021

**Designation of a Schools ICT Coordinator for Information and
Communications Technology (ICT)**

To: **All Public Elementary and Secondary School Heads
All Others Concerned**
This Division

1. To strengthen the implementation of programs and projects related to ICT, there is a need to renew the designation of Schools ICT Coordinators. This is in reference to 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 to the Division IT Officer in two copies.
2. Enclosed is the form for the Designation of the Schools ICT Coordinator.
3. Based on the guidelines, all school heads are directed to designate two (2) Schools ICT coordinator 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.)
4. For further guidelines on the implementation relative to the designation of the Schools ICT Coordinator, refer to the attached unnumbered DepEd Memorandum.





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OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

ICT

OSDS/SRD





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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.
(School)

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.

- b. On ICT Programs and Projects





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- 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 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

ALICIA E. ANGHAY, PhD, CESE
Assistant Schools Division Superintendent

APPROVED:

OLGA C. ALONSABE, PhD, CESE
OIC – Schools Division Superintendent

CONFORME:

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

