**DESIGNATION OF SCHOOL INFORMATION AND**

**COMMUNICATION TECHNOLOGY (ICT) COORDINATOR**

RODEL M. PONCE

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

TEACHER I

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

Designation:

[ ]  District ICT Coordinator

[ ]  School ICT Coordinator (ICT-related program and projects)

[x]  School ICT Coordinator (Data Management and Information System support)

KABANKALAN I

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESTEBAN R. ABADA MEMORIAL SCHOOL-EAST

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

CORDERO ST., BRGY 8, KABANKALAN CITY NEG. OCC.

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

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

ESTEBAN R. ABADA

MEMORIAL SCHOOL-EAST

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective immediately.

 You are also being unloaded of your usual teaching load to four (hours) daily to focus and concentrate on ICT Functions and Duties in your school/district with specific provision of Deped Memorandum No. 291 s. 2008 and addendum under Deped Order No. 53 s. 2003 (Reference 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:**

1. ***On ICT and School Infrastructure Management***
* Ensure utilization and maintenance of E-classroom including ICT equipment such as laptop, projectors, and speakers among others.
* Report problem and concerns about ICT packages on school to the supplier and SDO ICT unit.
* Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
* Assist in the preparation of School Improvement Plan or Annual Implementation Plan.
1. ***On ICT Programs and Projects***
* Spearhead the Implementation of ICT Literacy via school LAC session.
* Maintain the effective use of the E-classroom and monitor the utilization of the other ICT equipment such as laptop, projectors, and speakers among others.
* Maintain school LIS/BEIS 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.
1. ***On Partnership and Stakeholders Management***
* Forge ICT-related MOU/MOA with private organization, SUC’s, LGU’s and/or Public/Private Schools.
1. ***On ICT Technical Assistance***
* Provide technical assistance among peers, learners, school heads with regard to the positive use of ICT in teaching and learning and governance.
* Coordinate with District ICT and Division IT officer on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

**SPECIFIC FUNCTION:**

1. Manage and maintain the ICT system and infrastructure of the School/District to support operations.
2. Manage and implement ICT programs and projects in the School/District to ensure data validity and effective utilization of the system.
3. Formulate plans for the School/District to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, programs and projects.
4. Participate and communicate with the Division and other ICT District and School ICT Coordinators with regards to the implementation/accomplishment of the Division/Regional/National ICT-related programs.

Recommended by:

**HELEN M. MAMBALOS**

**NENITA E. GRANDE**

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 School Head PSDS

Recommending approval:

**ARCHIEBAL A. POYOGAO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Division IT Officer

**LEA C. BELLEZA EdD**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OIC-Assistant Schools Division Superintendent

APPROVED:

**NICASIO S. FRIO CESO VI**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 OIC-Schools Division Superintendent

CONFORME:

**RODEL M. PONCE**

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Signature over Printed Name

(Designated School/District ICT Coordinator)