



August 29, 2018

DIVISION MEMORANDUM

No., 180 s. 2018

DESIGNATION OF DISTRICT AND SCHOOL ICT COORDINATORS

To: District Supervisors
Elementary Schools Heads

1. To facilitate the effective implementation of ICT Programs and Projects throughout the Schools Division, all PSDS are advised to designate One (1) District ICT Coordinator and ONE (1) School Head District ICT Coordinator.

2. The ICT Coordinators to be designated must possess the following qualifications: a. ICT Literate - knowledge in Internet, MS Office and other computer applications; b. committed and responsible in implementing ICT programs and projects in their own school/district; and c. can attend ICT trainings/meetings and can also train other school heads and teachers in their respective districts.

3. The School Head District ICT Coordinators will be in-charge of Curriculum Implementation and Classroom Integration, while the Teacher District ICT Coordinator are responsible for ICT Technical Services.

4. The designated district ICT coordinators shall take care of all the online/offline DepEd ICT related programs and projects and shall perform four (4) hours of their teaching load instead of the regular six (6) hours a day. The two (2) hours shall be used in performing their functions and duties as District ICT Coordinator.

5. Furthermore, designated District ICT Coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as a District Secretariat.

6. All Public School District Supervisor and coordinating Principals are advised to establish a District Council to be headed by the District ICT Coordinator to perform the same duties in the district level. The members of the District ICT Council shall be the official designated School ICT Coordinators.

4. Please email or submit the list of the designated District ICT Coordinators to kabankalan.city001@deped.gov.ph cc: archiebal.poyogao@deped.gov.ph with the subject: "Designated District ICT Coordinators" on or before September 5, 2018 following the given format. DISTRICT:



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Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN
Tayum St., Barangay 8, Kabankalan City, Negros Occi
Tel. No. (034) 471-2003 • (034) 471-2454



DISTRICT SUPERVISOR: District ICT Coordinators NAME POSITION SCHOOL Cellphone Number
Email A

District:					
District Supervisor:					
District ICT Coordinators	Name	Position	School	Cellphone Number	Email Address
School Head					
Teacher ICT Coordinator					

5. Strict compliance to this memorandum is earnestly desired.

MA. LORLINIE M. ORTILLO
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent



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**DESIGNATION AS SCHOOL/DISTRICT Information and Communication Technology (ICT)
COORDINATOR**

Name: _____

Position: _____

Designation as: ☐ School ☐ District ICT Coordinator

District: _____

Address: _____

In the exigency of the service, you are hereby designated as the **ICT Coordinator** of (*school*) _____ 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/district. (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 Systems 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 on school to the supplier and SDO Unit.
- 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, e HRS and others alike.

C. On Partnership and Stakeholder Management

- Forge ICT related *MOU/MOA* with private organizations, *SuCs, LGUs* and/ or Public/Private Schools

D. On ICT Policies and Standards Implementation

- Provide technical assistance to peers, learners and school heads with regard to the integration of ICT in teaching and learning.
- 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 Functions:

- a. Manage and maintain the information and Communication Technology (ICT) Systems and Infrastructure of the School/District to effectively support operations.



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- b. Manage and implement ICT programs and projects in the school/district to ensure data validity and effective utilization of the systems.
- c. 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.
- d. Participate and communicate with the division and other ICT District and School Coordinators with regard to the implementation of division ICT and ICT-related programs.

Prepared By:

School Head

PSDS

Recommending Approval:

Division IT Officer

Approved:

Schools Division Superintendent



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