



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure no. 1 to Division Memorandum No. 253,s. 2025

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

Name : _____
Position : _____
Designation : *School ICT Coordinator (ICT-related programs and projects)*
District : _____
School : _____
Address : _____

In the exigency of service, you are hereby designated as the Information and Communications Technology (ICT) Coordinator for **SY 2025 -2026**.

DUTIES AND FUNCTIONS:

A. 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 problems 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.

B. 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 laptops, 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.

C. On Partnership and Stakeholders Management

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





Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF KABANKALAN CITY

D. On ICT Technical Assistance

- Provide technical assistance among peers, learners, and school heads about 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 FUNCTIONS

- a. Manage and maintain the ICT system and infrastructure of the School/District to support operations.
- b. Manage and implement ICT programs and projects in the School/ District to ensure data validity and effective utilization of the system.
- 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 ICT Coordinators regarding the implementation/accomplishment of the Division/ Region/National ICT-related programs.

Recommended approval:

School Head

ARCHIEBAL A. POYOGAO
Division IT Officer

CONFORME:

Signature over Printed Name
Designated School ICT Coordinator

Approved:

FERDINAND S. SY PhD, CESO VI
Schools Division Superintendent

