



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM

No. 408, s. 2016

To : **CHIEF EDUCATION SUPERVISOR, CID
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
This Division**

From : **EDILBERTO L. OPLENARIA, CESO VI**
* OIC, Schools Division Superintendent

Date : July 26, 2016

Re : **DESIGNATION OF THE DIVISION ICT4ED PROJECT TEAM**

2016-08-09
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: AUG 05 2016 Time: 2:35
By: [Signature]

- To strengthen implementation of the DepEd Computerization Program (DCP) pursuant to DepEd Order No. 78, s. 2010 and ensure the effective implementation of the ICT4Ed: ICT Integration in Classroom Instruction as the Re-Entry Project for the Public Management Development Program of the Development Academy of the Philippines, this Office hereby designates the Division ICT4Ed Project Team effective immediately.
- The project team shall constitute of the following:

Overall Project Task Force	Project Manager	Edilberto L. Oplenaria, CESO VI
	Project Supervisors	Jutchel L. Nayra, DPA Paul John P. Arias Ralph T. Quirog
Planning Team	Team Leader	Jutchel L. Nayra, DPA
	Members	Gretchen V. Catane Ethyl Jane B. Lucier
Technical Team	Team Leader	Paul John P. Arias
	Members	Kervi Don A. Abendano Xian April Jude Alas
ICT Integration, Monitoring and Evaluation Team	Team Leader	Ralph T. Quirog
	Members	All EPS & PSDS
Administrative Support Team	Team Leader	Florabelle R. Porras
	Members	Lucilyn M. Cahucom Ivan Ray Pojas
School & Learning Centers	Team Leader	School Head
	Members	School ICT Coordinators Parent-Teachers Association (PTA) Student Organization Representative
Community & Stakeholders	Team Leader	Chairman, LGU Education Committee (Province/City/Brgy)

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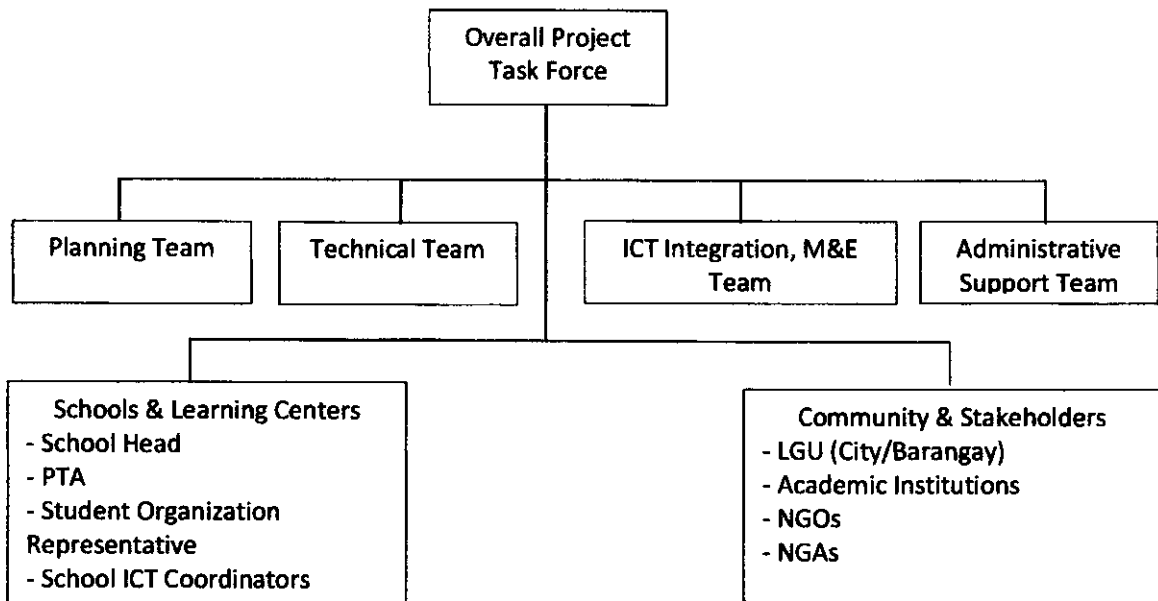
	Members	Academic Institutions NGOs Representative NGAs Representative
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3. The Division ICT4Ed Project Team shall adhere to the DepEd Order No. 78, s. 2010 re: Guidelines on the Implementation of the DepEd Computerization Program (DCP) which provides public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century. The team is also required to conform to the Division Strategic Plan CY2015-2017 and Division Technology Plan in the implementation of the DCP and ICT4Ed. The project team shall perform the following duties and responsibilities:

Team	Functions
Overall Project Task Force	<ul style="list-style-type: none"> • Provide technical assistance to the schools in the development of school ICT integration development plan • Implement, support and promote ICT integration in classroom instruction • Oversee the implementation of ICT4Ed Project • Convene monthly in assessing the ICT4Ed project implementation • Establish and maintain partnership with the Community/Stakeholders such as LGUs, NGOs, NGAs, etc. • Conduct quarterly review and adjustment of the plan • Conduct search for best practices of ICT Integration in Classroom Instruction • Ensure successful conduct of all activities • Perform other related tasks
Planning Team	<ul style="list-style-type: none"> • Prepare WFP, PPMP, memo, training design and other procurement documents relative to the conduct of ICT4Ed activities • Prepare project proposal to stakeholders and community to lobby ICT4Ed support • Conduct training-workshop on the crafting of the plan, M&E tool and ICT interactive instructional materials • Design survey tool to gauge ICT integration in classroom instruction • Administer the ICT Integration in CI Progress Tool • Perform other related tasks
Technical Team	<ul style="list-style-type: none"> • Develop ICT4Ed Digital Library Portal • Upload the Interactive and manipulative instructional materials in the ICT4Ed Digital Library Portal • Provide technical support in the development of ICT interactive instructional materials • Perform other related tasks
ICT Integration, Monitoring and Evaluation Team	<ul style="list-style-type: none"> • Monitor and Evaluate the school implementation of ICT integration in classroom instruction • Conduct assessment to learners, teachers and school heads as to the ICT4Ed project implementation • Prepare, present and submit assessment report to the Overall Project Task Force • Perform other related tasks
Administrative Support Team	<ul style="list-style-type: none"> • Prepare communication / transmittal / letter to the stakeholders • Facilitate the procurement documents to ensure availability of materials and venue before the actual conduct of the activity • Prepare training evaluation form, training portfolio and narrative report

Team	Functions
	<ul style="list-style-type: none"> • Secure and safe keep all ICT4Ed documents such as reports, M&E tool, and among others • Facilitate the conduct of training / workshop / orientation • Document all the activities relative to ICT4Ed project • Perform other related tasks
School & Learning Centers	<ul style="list-style-type: none"> • Develop school/learning center ICT integration development plan • Implement and sustain the ICT integration in classroom instruction • Advocate the ICT4Ed project (flyers, tarp, etc.) • Conduct preventive maintenance of ICT equipment • Document the school implementation of ICT4Ed project • Conduct LAC session on ICT integration • Orient the parents on ICT4Ed project • Perform other related tasks
Community & Stakeholders	<ul style="list-style-type: none"> • Provide technical or financial support to the schools implementing the ICT4Ed project • Establish Community ICT4Ed Learning Center that is accessible to the learners (Barangay) • Orient the parents on ICT4Ed project (Barangay) • Provide teachers training or short term courses on ICT integration in classroom instruction (Academic Institutions) • Provide security to the school to secure the ICT equipment during night time and weekends (Barangay CVO)

4. Below is the Organizational Structure of ICT4Ed Project:



5. For compliance.

Copy Furnished:

Records Unit
Administrative Services

TO BE POSTED IN THE WEBSITE