



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


Sayre Highway, Purok 6, Casisang, Malaybalay City
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DIVISION MEMORANDUM

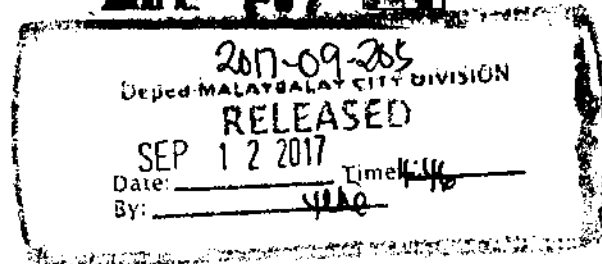
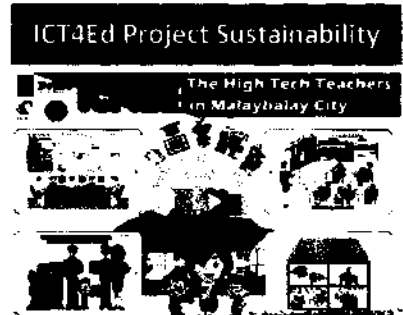
No. 470 s. 2017

TO: **All School Heads (Elem. & Secondary)**
All School ICT Coordinators/Planners

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent *d*

DATE: **September 8, 2017**

RE: **Submission of the School ICT4Ed Project Team and School Integrated ICT4Ed Work Plan**



1. In support to the Goal 2 (Improving Learning Outcomes) through Strengthening ICT4Ed Implementation (Strategy) as embodied in the 3-year Division Education Development Plan (DEDP), this Office conducted the Seminar-Workshop on the ICT4Ed Sustainability last May 9, 2017 at Loiza's Pavilion, Casisang, Malaybalay City. Lecture-discussion and series of workshops were conducted on how to prepare the *School Integrated ICT4Ed Work Plan* for SY 2017-2018. This supplements the implementation of the 3-year School ICT Integration Development Plan specifically for SY 2017-2018. The participants were informed that they are going to submit the School Integrated ICT4Ed Work Plan this school year.
2. Relative thereto, this Office hereby directs the submission of the following documents, to wit:
 - School Memo on the Designation Order of the School ICT4Ed Team
 - School ICT4Ed Framework
 - Logical Framework Analysis
 - Work Breakdown Structure
 - Budget/Cost Estimation
 - Gantt Chart

You are advised to use the templates provided to you last May 9, 2017 during the Seminar-Workshop on the ICT4Ed Sustainability.

Please submit it in two (2) folders, that is, one copy for the Division and another copy for the School.

The submission of the required documents is on or before September 25, 2017 to this Office
Attention: Paul John P. Arias, ITO I. For any queries in accomplishing the Plan, you may contact Jutchel L. Nayra, DPA through this contact no. 09978391509.

3. Meanwhile, given that this Office has started the implementation of the *3-year School ICT Integration Development Plan* this SY 2017-2018, this Office advises the documentation of the implementation of the Plan in preparation for the upcoming *monitoring and evaluation of the Division ICT4Ed Project Team* this November 2017. Subsequent activities will also be conducted like the *Evaluation and Recognition of the Best Practices and Outstanding Implementers on ICT Integration in the public schools* on December 2017.
4. For information, guidance, and compliance.

Encl.:

As stated

Copy furnished:

Records Unit
AO File

TO BE POSTED IN THE DIVISION WEBSITE