



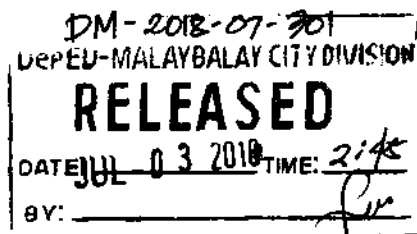
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Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
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**DIVISION MEMORANDUM**

NO. 301, s. 2018



To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
This Division**

From: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

Date: July 3, 2018

Subject: **DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATION  
TECHNOLOGY (ICT) COORDINATOR**

1. Pursuant to Regional Memorandum No. 167, s. 2018 dated March 6, 2018 re: *Designation of a District and School Coordinator for Information and Communications Technology (ICT)*, this Office hereby authorizes all School Heads to designate School ICT Coordinator/s for their respective schools.
2. Enclosed is the guidelines in designating a School ICT Coordinator as well as their duties and functions for your reference.
3. Signed copy of the School ICT Coordinator Designation Form and Letter of Intent from the School Head shall be submitted to this Office **Attention: ICT Unit** on or before July 6, 2018.
4. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at mobile number 09277304035.

Encl: As Stated

Copy Furnished:  
Records Unit  
ICT Unit

TO BE POSTED IN THE WEBSITE



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION X

Zone 1, Upper Babilang, Cagayan de Oro City  
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**Tayo**  
PARTNER  
EDUKASYON

March 6, 2018  
DepED-X  
Cagayan de Oro City

**REGION MEMORANDUM**

No. 167, s. 2018

17 MARCH 2018

2018

**RELEASED**

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

To: **Schools Division Superintendents**  
**All others concerned**  
*This Region*

1. With the conclusion of the DCP Rapid Assessment of DCP Implementation, it was observed that most of the participants were just delegated as ICT coordinators with no official designation by their respective school heads.
2. Relative to the succeeding released DepED Orders, Memoranda and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinator's task was borne by a regular teacher who acts as a school/district ICT coordinator in addition to his/her regular teaching load.
3. Hence, with the goal of the Region for an effective management and implementation of ICT programs and projects, all school heads are directed to recommend one (1) ICT coordinator to be designated by this Office. For schools classified as large (1,000+ enrollment) and medium (500+ enrollment), two (2) ICT coordinators shall be designated to perform the same duties and work collaboratively to accomplish the task.
4. The designated district/school 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/School ICT coordinator.
5. The designation shall be agreed upon by the recommended teacher, PTA, and school head before submitting the recommendation to the Schools Division Superintendent for approval.

6. Furthermore, designated District/School ICT Coordinators shall perform duties and responsibilities related to DepED ICT programs and shall not be treated merely as a District/School secretariat.
7. The qualifications, duties, responsibilities and privileges of a District/School ICT Coordinator is enclosed.
8. All public-School District Supervisors and coordinating principals are advised to establish a District ICT 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.
9. Immediate and wide dissemination of this Memorandum is desired.

To be indicated in the Peretual Index  
under the following subject

ICT

ICT/mabulay

  
**ALLAN G. CARRAZO**  
Director IV



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City  
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**DESIGNATION OF DISTRICT/SCHOOL INFORMATION  
AND COMMUNICATION TECHNOLOGY (ICT) COORDINATOR**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Designation:  School  District ICT Coordinator

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

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

In the exigency of the service, you are hereby designated as the Information and Communication Technology (ICT) Coordinator of \_\_\_\_\_ 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 System 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 HRIS 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 technical Assistance
  - 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 Function**

- a. Manage and maintain the information and Communication technology (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, program and projects.
- d. Participate and communicate with the Division and other ICT District and School ICT Coordinators with regard to the implementation/accomplishment of Division/Region/National ICT related programs.

Prepared by:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
PSDS

Recommending Approval:

PAUL JOHN P. ARIAS

Division IT Officer

Approved:

REBONFAMIL R. BAGUIO

Schools Division Superintendent