

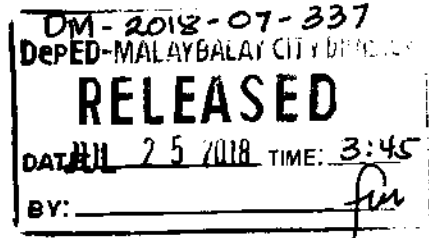


Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 337, s. 2018

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



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

Date: July 25, 2018

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

1. In consonance to Region 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 designates the School ICT Coordinators effective immediately, to wit:

Sch ID	School	Name	Position
	Malaybalay City District I		
126580	Dalwangan ES	Jennilyn M. Barnido	Teacher I
103610	Damitan ES	Lenie Gene L. Halasan	Teacher I
126582	Kalasangay CS	Lyven T. Flores	Teacher III
314915	Kalasangay NHS	Chonajane G. Gumayao	Teacher I
126590	Patpat ES	Pearlelyn O. Carriedo	Teacher I
	Malaybalay City District II		
126575	Baganao ES	Maricel Domingo	Teacher I
500245	Can-ayan IS (Elem)	Joven D. Flores	Teacher II
500245	Can-ayan IS (JHS)	Ivy L. Jumao-as	Teacher I
500245	Can-ayan IS (SHS)	Kathlene B. Loguiber	Teacher II
126578	Candiisan ES	Dawn P. Formoso	Teacher I
103677	Incalbog ES	Edelyn L. Tormis	Teacher I
126584	Kibalabag ES	Rhea G. Plazos	Teacher I
126585	Kilap-agan ES	Christine P. Medura	Teacher I
126587	Manalog ES	Dominel E. Plazos	Teacher I
126593	Sumpong CS	Julie Mae A. Miguez	Teacher I
126594	Tag-ilanao ES	Rogelyn C. Odino	Teacher I



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sch ID	School	Name	Position
126595	Tintinaan ES	Bergil G. Bateriza	Teacher I
	Malaybalay City District III		
303950	Bukidnon NHS	Irma Lee D. Velez	Teacher I
325504	Bukidnon NHS - Annex Dalwangan	Faith Kathlyne A. Abucejo	Teacher II
126581	Imbayao ES	Homer B. Cambangay	Master Teacher I
126592	Sta. Ana ES	Efrain P. Equipelag	Teacher I
	Malaybalay City District IV		
126576	BCT ES	Mary Gladys J. Dublas	Teacher II
	Malaybalay City District V		
341061	Casisang SHS	Mary Krystle Dawn D. Sulleza	Teacher II
314916	Malaybalay City NHS (JHS)	Merly B. Mamaran	Teacher I
314916	Malaybalay City NHS (SHS)	Girly L. Gallega	Teacher I
126588	Natid-asan ES	Berly Gem A. Ocier	Teacher I
126591	San Jose ES	Hazelle Mae C. Sambayon	Teacher I
	Malaybalay City District VI		
126535	Balangbang ES	Jefford Harold T. Fernandez	Teacher I
126564	Laguitas ES	Rosalia P. Arendain	Teacher I
126567	Magsaysay IS	Marcelisa D. Coronel	Teacher III
314904	Malaybalay City National Science HS	Ginalyn M. Bandao	Teacher I
	Malaybalay City District VII		
126558	Bangcud CS	Florde May U. Batiancila	Teacher I
303946	Bangcud NHS (JHS)	Bernel R. Vasaya	Teacher I
303946	Bangcud NHS (SHS)	Rolando S. Sudario	Teacher III
126562	Calawag ES	Carla Jane F. Fabian	Teacher I
126563	Dapulan ES	Angie B. Peria	Teacher III
126566	Macote ES	Cherry May V. Vallente	Teacher I
126570	Padernal ES	Naide Patua Bautista	Teacher I
126573	Simaya ES	Reymond L. Ocong	Teacher I
	Malaybalay City District VIII		
325505	Apo Macote NHS	Leah B. Lingayon	Teacher I
126542	Lalawan ES	Julieta J. Evangelista	Teacher I
126568	Malapgap ES	Daniel L. Delos Santos	Teacher I
199511	Paiwaig ES	Rayma Luz M. Evangelista	Teacher I
303982	San Martin Agro-Industrial NHS (JHS)	Cristy Ann A. Cayme	Teacher I
303982	San Martin Agro-Industrial NHS (SHS)	Kristine R. Lago	Teacher II



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sch ID	School	Name	Position
126571	San Martin ES	Joann C. Namoco	Teacher I
126572	San Roque ES	Caren James A. Baluran	Teacher I
	Malaybalay City District IX		
126534	Bagong Silang ES	Lester Dave G. Oludin	Teacher III
126543	Langasihian ES	Cecille P. Modesto	Teacher I
126545	Lunokan ES	Juvie M. Ylaya	Teacher I
126546	Maligaya ES	Norven Sul Y. De La Cruz	Teacher I
126547	Managok CS	Loregen A. Montefalcon	Teacher I
303973	Managok NHS	Rea Liza A. Mendoza	Teacher I
325501	Managok NHS - Annex Lalawan	Daisy L. Tapio	Teacher I
126549	Matangpatang ES	Cherry B. Bangis	Teacher III
	Malaybalay City District X		
500409	Busdi IS (Elem)	Merry D. Lagunday	Teacher I
500409	Busdi IS (Sec)	Beryl Shem H. Lopez	Teacher I
199518	Kibalabag ES	Analyn A. Saguinda	Teacher I
126548	Mapulo ES	Jeannie D. Mendez	Teacher II
103629	Pighalugan ES	Irish C. Bustillo	Teacher I
126553	Silae ES	Nancy S. Palluto	Teacher I
259006	Tuburan ES	Marivelous S. Mangasita	Teacher I
126556	Zamboanguita CS	Loida M. Azcuna	Teacher II

2. The School ICT Coordinators shall earn service credits upon compliance of required documents per DepEd Order No. 53, s. 2003 re: Updated Guidelines on Grant of Vacation Service Credits to Teachers.

3. The School ICT Coordinators shall perform the following duties and functions:

a. On ICT System and School Infrastructure Management.

- Ensure maintenance and utilization of School e-Classroom / Computer Laboratory 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.



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

- 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, eHRIS 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 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 ICT System and Infrastructure of the School to support operations.
 - b. Manage and implement ICT programs and projects in the School to ensure data validity and effective utilization of the system.
 - c. Formulate plans for the School 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 School ICT Coordinators with regard to the implementation/accomplishment of Division/Region/National ICT related programs.
4. This designation can be revoked anytime when deemed necessary. Previous issuances inconsistent with this are deemed rescinded and/or repealed.
5. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As Stated

Copy Furnished:
Records Unit
ICT Unit

TO BE POSTED IN THE WEBSITE