



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

Sayre Highway, Purok 6, Casisang, Malaybalay City

Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.gov.ph](http://www.depedmalaybalay.gov.ph)



2016-10-215

DepEd-MALAYBALAY CITY

RELEASED

Date: OCT 18 2016 Time: 3:00

By: *Gambay*

**DIVISION MEMORANDUM**

No. 547 Series of 2016

**TO :** Chief Education Supervisor and Staff, ~~CHD~~  
 Chief Education Supervisor and Staff, SGOD  
 School Heads (Elementary and Secondary Schools)  
 Section/Unit Heads  
 All Others Concerned

**FROM :** *[Signature]*  
 EDILBERTO L. OPLENARIA, CESO VI  
 Schools Division Superintendent

**DATE :** October 17, 2016

**RE :** Designation of ICT4Ed Project Team

- To intensify the implementation of DepEd Order No. 78, series of 2010 also known as the DepEd Computerization Program (DCP), this Office hereby designates the **ICT4Ed Project Team** who shall take the lead in the implementation and completion of the **ICT4Ed: The High Tech Teachers in Malaybalay City**, a Re-Entry Project (ReP) to the Development Academy of the Philippines (DAP) under the Public Management and Development Program (PMDP), effective immediately.
- The composition and functions of the **ICT4Ed Project Team** are specified below:

Name of Team Members	Designation	Duties and Responsibilities in the ReP
<b>Edilberto L. Oplenaria, CESO VI</b> <i>Schools Division Superintendent</i>	Institutional Partner	<ul style="list-style-type: none"> <li>Facilitate scholar's access to agency's resources to support ReP implementation and completion</li> <li>Provide both technical and administrative guidance to the scholar throughout the ReP period</li> <li>Serve as member of the Scholar's ReP Panel for the presentation of the ReP Plan and</li> </ul>



# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com) Official website: [www.depedmalaybalay.com](http://www.depedmalaybalay.com)



		ReP Report
	Project Director	<ul style="list-style-type: none"><li>• Direct the ReP implementation</li><li>• Review and approve official documents for the ReP implementation</li></ul>
<b>Jutchel L. Nayra, DPA</b> <i>Administrative Officer V</i>	MMC 12 Scholar	<ul style="list-style-type: none"><li>• Lead the ICT4Ed Project Team in the ReP implementation</li><li>• Manage all the communication, coordination between the project team and stakeholders, and preparation of ReP report</li></ul>
	Project Manager	<ul style="list-style-type: none"><li>• Manage the ReP implementation and completion</li><li>• Facilitate the meetings or conferences, and other related activities during the ReP implementation period</li><li>• Recommend approval of the ReP deliverables accomplished during the ReP implementation period for SDS approval</li></ul>
<b>Paul John P. Arias</b> <i>Information Technology Officer I, ICTS</i>	Assistant Project Manager-ICTS	<ul style="list-style-type: none"><li>• Manage and provide technical assistance on ICTS for the ReP implementation</li><li>• Facilitate the assessment of the school ICT integration, formulation of the School ICT Integration Development Plan and ICT4Ed Results Monitoring Strategy</li><li>• Design, develop and implement the ICT4Ed Digital Library Portal</li><li>• Upload the interactive IMs</li><li>• Recommend approval of the ReP deliverables accomplished during the ReP implementation period for SDS approval</li></ul>
<b>Xian April Jude P. Alas</b> <i>Administrative Aide VI</i>	Project Coordinator-ICTS	<ul style="list-style-type: none"><li>• Provide technical assistance on ICTS for the ReP implementation</li></ul>



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

Sayre Highway, Purok 6, Casisang., Malaybalay City  
Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.gov.ph](http://www.depedmalaybalay.gov.ph)



		<ul style="list-style-type: none"><li>• Coordinate and facilitate the development of the ICT4Ed Digital Library Portal and uploading of interactive IMs</li></ul>
<b>Ralph T. Quirog</b> <i>Chief Education Supervisor, CID</i>	Assistant Project Manager, CID	<ul style="list-style-type: none"><li>• Manage and provide technical assistance on curriculum instruction for the ReP implementation</li><li>• Recommend approval of the ReP deliverables accomplished during the ReP implementation period for SDS approval</li></ul>
<b>Purisima J. Yap</b> <i>Education Program Supervisor</i>	Project Lead Supervisor, CID	<ul style="list-style-type: none"><li>• Supervise and provide technical assistance on curriculum instruction for the ReP implementation</li><li>• Lead the development, review, and approval of the interactive IMs to be uploaded in the ICT4Ed Digital Library Portal</li></ul>
All Education Program Supervisors, CID	Project Supervisors, CID	<ul style="list-style-type: none"><li>• Supervise and provide technical assistance on curriculum instruction for the ReP implementation</li><li>• Coordinate and facilitate the implementation of the ReP activities</li><li>• Facilitate the development, review, and approval of the interactive IMs</li></ul>
<b>Emelyn D. Razo</b> <i>Librarian II</i>	Project Coordinator, LRMDS	<ul style="list-style-type: none"><li>• Ensure the intellectual property rights/copyrights and public domain of the digital contents</li></ul>
<b>Manuel Dinlayan, III</b> <i>Project Development Officer II</i>	Project Coordinator, LRMDS	<ul style="list-style-type: none"><li>• Provide technical support in the development, review and approval of the interactive IMs</li><li>• Provide technical assistance in the preparation of the project proposal and MOA for the pilot establishment of the Community ICT4Ed Learning Center</li></ul>



## DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

### DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.com](http://www.depedmalaybalay.com)



<b>Gretchen V. Catane</b> <i>Education Program Specialist II</i>	Project Supervisor, CID	<ul style="list-style-type: none"><li>• Supervise and provide technical assistance for the ReP implementation</li><li>• Coordinate and facilitate the implementation of the ReP activities</li><li>• Lead the assessment of the school ICT integration, formulation, review and approval of the School ICT Integration Development Plan and ICT4Ed Results Monitoring Strategy</li></ul>
<b>Ethyl Jane B. Lussier</b> <i>Education Program Specialist II</i>	Project Supervisor, CID	<ul style="list-style-type: none"><li>• Supervise and provide technical assistance for the ReP implementation</li><li>• Coordinate and facilitate the implementation of the ReP activities</li><li>• Lead the preparation, review, and approval of the project proposal and Memorandum of Agreement (MOA) between DepEd and the pilot barangay</li></ul>
<b>Vincent G. Sanmiguel</b> <i>Education Program Specialist II</i>	Project Supervisor, HRD	<ul style="list-style-type: none"><li>• Supervise and provide technical assistance in the preparation of the guidelines for the Search of Best Practices and Outstanding Implementers in classroom instruction</li><li>• Coordinate and facilitate the implementation of the ReP activities</li><li>• Lead the preparation, review and approval of the guidelines</li></ul>
<b>Florabelle R. Porras</b> <i>Administrative Officer IV</i>  <b>Lucilyn M. Cahucom</b> <i>Administrative Aide VI</i>	Project Secretariat	<ul style="list-style-type: none"><li>• Provide administrative support services to the ICT4Ed Project Team</li><li>• Ensure complete documentation of the ReP activities</li><li>• Facilitate M&amp;E of the team's performance during the ReP implementation</li></ul>



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

Sayre Highway, Purok 6, Casisang, Malaybalay City

Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay](http://www.depedmalaybalay)



Public Schools District Supervisors	District Project Administrators	<ul style="list-style-type: none"><li>• Perform other secretariat works</li><li>• Supervise, provide technical assistance, and coordinate the implementation of the ReP at the District level</li><li>• Review and approve communication and reports at the district level</li></ul>
School heads	School Project Administrators	<ul style="list-style-type: none"><li>• Supervise and provide technical assistance in the ReP implementation in the school</li><li>• Administer the ReP implementation at the school level</li><li>• Review and approve communication and reports at the school level</li></ul>
School ICT Coordinators	School ICT Coordinators	<ul style="list-style-type: none"><li>• Coordinate the necessary activities for the ReP implementation at the school level</li><li>• Prepare necessary communication, reports, and documentation at the school level</li></ul>

3. The ICT4Ed Project Team shall be guided by the ReP Plan in the implementation of the project.

4. For compliance.

Copy furnished:

Records Unit

AO File - J.L. Nayra

**TO BE POSTED IN THE DIVISION WEBSITE**