



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

08-254
DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 254, s. 2019

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

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

Date: August 5, 2019

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

1. Pursuant to Unnumbered DepED Memorandum re: *Designation of District and School Information and Communications Technology (ICT) Coordinator*, this Office hereby designates the School ICT Coordinators effective immediately, to wit:

ID	School Name	School ICT Coordinator for ICT-Related Programs & Projects	School ICT Coordinator for Data Management and Information Systems Support
Malaybalay City District I			
325504	Bukidnon NHS - Annex Dalwangan (JHS)	Benjamin H. Ramos	
325504	Bukidnon NHS - Annex Dalwangan (SHS)	Faith Kathlyne A. Abucejo	
501189	Capitan Angel IS (Elem)	Karen Marie M. Ligan	
501189	Capitan Angel IS (JHS)	Hary L. Tero, Jr.	
126580	Dalwangan ES	Jennilyn M. Barnido	Sharon Eve M. Jamago
103610	Damitan ES	Ruth D. Omarol	
126582	Kalasungay CS	Rewithly S. Meliston, Jr.	Epifania B. Sarmiento
314915	Kalasungay NHS	Cloejane G. Gumayao	
126589	New Ilocos ES	Grenly D. Orapa	
126590	Patpat ES	Pearlelyn O. Carriedo	
Malaybalay City District II			
126575	Baganao ES	Maricel A. Domingo	



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ID	School Name	School ICT Coordinator for ICT-Related Programs & Projects	School ICT Coordinator for Data Management and Information Systems Support
500245	Can-ayan IS (Elem)	Joven D. Flores	
500245	Can-ayan IS (JHS)	Ivy L. Jumao-as	
500245	Can-ayan IS (SHS)	Kathlene B. Loguiber	
501195	Candiisan IS (Elem)	Abigail E. Bestuir	
501195	Candiisan IS (JHS)	Michelle Jade D. Villegas	
103677	Incalbog ES	Edelyn L. Tormis	
501188	Kibalabag IS	Marjorie B. Urbana	
126585	Kilap-agan ES	Jelica J. Labrador	
126587	Manalog ES	Carl Owen L. Dumalagan	
126593	Sumpong CS	Julie A. Minguez	Flora A. Buscaino
126594	Tag-ilanao ES	Lariza C. Gonlivo	
126595	Tintinaan ES	Eldie L. Dalig-os	
Malaybalay City District III			
303950	Bukidnon NHS (JHS)	Irma Lee D. Velez	
303950	Bukidnon NHS (SHS)	Emmaylou J. Yacapin	
325503	Bukidnon NHS - Annex Imbayao	Jubert Jay A. Manegdeg	
126581	Imbayao ES	Christine Faith C. Rabanes	
126592	Sta. Ana ES	Katreena C. Calimpusan	
Malaybalay City District IV			
199510	Barangay 9 ES	Jessamyn A. Quinga	
126576	BCT ES	Levy Ann Mae A. Villaraza	
314914	Casisang NHS	Janice O. Rambuyon	Alexis A. Malinao
126586	Malaybalay City CS	Rheza G. Ladra	Catherine B. Alaiza
Malaybalay City District V			
126574	Airport Village ES	Rosalie C. Suerte	Eugene R. Bustillo
126579	Casisang IS	Noeme T. Esponilla	
341061	Casisang SHS	Roldan H. Lambo	Mary Krystel Dawn D. Sulleza
126565	Mabuhay ES	Zaneth K. Cabajon	
314916	Malaybalay City NHS (JHS)	Richard T. Disalan	Merly B. Mamaran
314916	Malaybalay City NHS (SHS)	Girly L. Gallega	
126588	Natid-asan ES	Samuel M. Villahermosa	
126551	Panamucan ES	Jay Martin L. Dionaldo	
126591	San Jose ES	Hazellet Mae C. Sambayon	Maribel T. San Miguel



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Malaybalay City District VI			
126557	Aglayan CS	Jeg Glen V. Arendain	Geraldine S. Langcatan
126535	Balangbang ES	Jefford Harold T. Fernandez	
126559	Bendolan ES	Joanna Michelle R. Pitogo	
126561	Cabangahan ES	Glaziel C. Solito	
126564	Laguitas ES	Berly Gem A. Ocier	
501190	Magsaysay IS (Elem)	Jackly Lou E. Bucio	
501190	Magsaysay IS (JHS)	Phoebe Jane C. Simene	
314904	Malaybalay City NSHS (JHS)	Ginalyn M. Bandao	Eulyn C. Vallente
314904	Malaybalay City NSHS (SHS)	Kenneth James N. Alamillo	
126569	Mapayag ES	John Mark C. Dela Pena	
Malaybalay City District VII			
325505	Apo Macote NHS (JHS)	Cecil P. Idulsa	
325505	Apo Macote NHS (SHS)	Analyn M. Esta	
126558	Bangcud CS	Florde May U. Batiancila	Cathy Jane L. Dumanlag
303946	Bangcud NHS (JHS)	Bernel R. Vasaya	Leah B. Lingayon
303946	Bangcud NHS (SHS)	Rolando S. Sudario	
126560	Binalbagan ES	Catherine C. Cabaling	
126562	Calawag ES	Carla Jane F. Fabian	
126563	Dapulan ES	Angie B. Peria	
300507	Luyungan High School	Sheila Mae S. Medez	
126566	Macote ES	Cherry May V. Yamot	
325501	Managok NHS - Annex Lalawan	Daisy L. Tapio	
126570	Padernal ES	Don Kevin Gil E. Plazos	
126573	Simaya IS (Elem)	Reymond L. Ocong	
126573	Simaya IS (JHS)	Philip R. Quitor	
Malaybalay City District VIII			
126542	Lalawan ES	Almera C. Larrobis	
126544	Linabo CS	Irish E. Remate	Maila B. Dumala
126568	Malapgap ES	Daniel L. Delos Santos	
199511	Paiwaig ES	Rayma Luz M. Evangelista	
303982	San Martin Agro-Industrial NHS (JHS)	Rogelio R. Caparida, Jr.	



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303982	San Martin Agro-Industrial NHS (SHS)	Kristine R. Lago	
126571	San Martin ES	Joann C. Namoco	
126572	San Roque ES	Dennis P. Panganiban	
126552	Sawaga ES	Lovely V. Cabrejas	
Malaybalay City District IX			
126534	Bagong Silang ES	Charmaine P. Comilang	
126539	Dumayas ES	Andrea G. Panganiban	
126543	Langasihang ES	Marie Cecille P. Modesto	
126545	Lunokan ES	Abigail A. Denajeba	
126546	Maligaya ES	Queenie Mae R. Cabalquinto	
126547	Managok CS	Maricar Liza E. Monterde	Loregen A. Montefalcon
303973	Managok NHS (JHS)	Louis A. Improgo	Rea Liza A. Mendoza
303973	Managok NHS (SHS)	Mary Grace M. Tagadiad	
314920	Managok NHS - Annex Miglamín (JHS)	Richard H. Ramos	
314920	Managok NHS - Annex Miglamín (SHS)	Michel L. Escabarte	
126549	Matangpatang ES	Marjun Cuyag	
126550	Miglamín ES	Catherin C. Pacut	
Malaybalay City District X			
500409	Busdi IS (Elem)	Wensley B. Sagayoc	
500409	Busdi IS (JHS)	Syvil C. Meliston	
126537	Caburacanan ES	Marvin O. Gambuta	
126540	Indalasa ES	Rosemarie B. Morano	
199518	Kibalabag ES	Norman R. Manatad	
126541	Kulaman ES	Mari-ane T. Almahan	
126548	Mapulo ES	Celeste S. Dalahay	
103629	Pighalugan ES	Donna Jean S. Ballin	
103647	Pigpamulahan ES	Rhea G. Plazos	
126553	Silae ES	Nancy S. Palluto	
303984	Silae NHS (JHS)	Clarence Mark S. Gonzales	
303984	Silae NHS (SHS)	Julie Amor T. Callanta	
126554	St. Peter ES	Janet E. Lomugdang	
314905	St. Peter NHS	John Ray D. Pancho	



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259006	Tuburan ES	Analyn A. Saguinda	
126556	Zamboangita CS	Loida M. Azcuna	

2. The School ICT Coordinators shall perform the following duties and functions:
- a. On ICT and School Infrastructure Management
 - Ensure utilization and maintenance of 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 ICT Unit.
 - Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
 - Assist in the preparation of School Improvement Plan or Annual Implementation Plan.
 - b. On ICT Programs and Projects
 - Spearhead the implementation of ICT Literacy via school LAC session.
 - Maintain the effective use of the E-classroom and monitor the utilization of the other ICT equipment such as laptops, projectors, and speakers, among others.
 - Maintain school LIS/BEIS 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 the like.
 - c. On Partnership and Stakeholders Management
 - Forge ICT-related MOU/MOA with private organizations, SUCs, LGUs, and/or Public/Private Schools.
 - d. On ICT Technical Assistance
 - Provide technical assistance among peers, learners, and school heads with regard to the positive use of ICT in teaching and learning, and governance.
 - Coordinate with the Division IT Officer on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.



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e. Specific Functions

- Manage and maintain the ICT system and infrastructure of the School to support operations.
- Manage and implement ICT programs and projects in the School to ensure data validity and effective utilization of the system.
- Formulate plans for the School to effectively allocate the necessary ICT resources of the Division to support regional and national strategy, operations, programs, and projects.
- Participate and communicate with the Division and other School ICT Coordinators with regard to the implementation/accomplishment of the Division/Region/National ICT-related programs.

3. The School ICT Coordinator shall be unloaded to the usual teaching load to four (4) hours daily to focus and concentrate on ICT Functions and Duties in the school with specific provisions of DepED Memorandum No. 291, s. 2008 and addendum under DepED Order No. 53, s. 2003. (References: RA 1880, CSC 9155, Magna Carta for the Public-School Teachers, Civil Service Code).

4. For Teachers designated as School ICT Coordinators but continue to have regular teaching loads (more than four (4) hours) shall render services on part-time basis and shall remain in the teachers' leave basis. Any work done within the school premises in excess of 8 hours during the regular school days shall be granted 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.

5. School ICT Coordinators who are required to render services during the summer vacation to conduct preventive maintenance of E-Classroom / Computer Laboratory and ICT Equipment Inventory after closing and before the opening of classes for each semester shall be granted service credits of not more than 15 days, also of the exclusive 15 days' limitation.

6. This designation can be revoked anytime when deemed necessary. Previous issuances inconsistent with this are deemed rescinded and/or repealed.

7. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated

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