



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY DIVISION
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DIVISION MEMORANDUM

No. 329, 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: **September 23, 2019**

Subject: **ADDITIONAL FUNCTIONS OF SCHOOL INFORMATION and
COMMUNICATION TECHNOLOGY COORDINATOR**

1. Monitoring and Evaluation has a range of purposes in assessing the programs and projects of the Department of Education. The M and E team will work closely with partners to take appropriate actions regarding the concerns and problems of the Department.
2. Hence, due to limited manpower, this Office needs to assign a school monitoring and evaluation coordinator.
3. However, there will be no issuance of new designation. Their functions will be lodged with school ICT Coordinator to wit:
 - a. Assists in the collection of data, particularly in the areas of Key Performance Indicators such as Enrolment Rate, Promotion Rate, Participation Rate, Cohort Survival Rate, Dropout Rate, Repetition Rate and Transition Rate.
 - b. Provide important information through on-line submission, emails and texts.
 - c. Process and respond to simple queries and information requests.
 - d. Establish and coordinate monitoring systems including data collection.
 - e. Oversee the collection and analysis of monitoring and reporting data especially for quarterly reports.
 - f. Collect, update and maintain school data in a safe and confidential in line with data protection policy.
 - g. Record, manage and preserve M and E data in a safe and accessible way.
 - h. Coordinate and communicate with the Division Monitoring and Evaluation Team in terms of the implementation and accomplishment of the Division, Region and National related programs.
4. Should there be queries, contact **Edelina M. Ebor**a, Senior Education Program Specialist-Monitoring and Evaluation at 09165126070 or **Mary Gladys J. Dublas**, Education Program Specialist II – Monitoring and Evaluation at 09171166966.

M and E/lynne