

Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES

Virac, Catanduanes

artandums - depedantich / tei andeaneidins / prostcom

Gwinnis editrationdianescom ((052)61-40:3

FASED

DepEd,	Division	of Ca	rtanduane
RECOR	DS SEG	IQN 1	201A

Date JUN 1

initial/Signature:

DIVISION MEMORANDUM No. 141 s. 2018

TO:

Division Chiefs, CID & SGOD

Education Program Supervisors

Public Schools District Supervisors
Elementary & Secondary School Heads

Others Concerned

FROM:

SOCORRO V. DELA ROSA, CESO VI

Schools Division Superintendent

SUBJECT:

OFFICIAL DESIGNATION OF DISTRICT AND SCHOOL INFORMATION AND

COMMUNICATION (ICT) COORDINATOR

DATE:

June 6, 2018

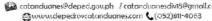
- Based from the Accomplishment/Narrative Report for the conduct of ICT LAC Session for SY 2017-2018 submitted by schools at SDO-ICT Unit and some actual interviews among the person involved(ICT Coordinator, School Head, Teachers) it was concluded that some ICT coordinators were delegated without official designation, no clear impression of their roles and duties, not capable of holding the position as well as under compensated despite of the laborious tasked they performed as Coordinator.
- 2. The goal of this Office is not just to provide an effective management and implementation of ICT programs and projects to the schools but also, assuring that the designated ICT Coordinators performs their functions as a regular teacher and designated ICT coordinator effectively, efficiently and harmoniously. We would like also to maintain the effectiveness and proper utilization of DepEd Computerization Program(DCP) provided to elementary and secondary schools, hence, we are expecting more IT packages to be delivered in our Division, therefore a responsible and committed School ICT Coordinator is needed.
- 3. In relation to this, all school heads are hereby directed to recommend their School ICT Coordinator depending on the number of their enrolment. For schools classified as SMALL (500 below enrollment), one(1) school ICT Coordinator shall be designated; for MEDIUM (501-1000 enrollment), two(2) school ICT Coordinators shall be designated; and for LARGE(1000 plus enrollment), three(3) School ICT Coordinators shall be designated. Further, the Public Schools District Supervisor are advised to designate one(1) District ICT Coordinator. Designated District ICT Coordinator shall be in-charge in the consolidation of all ICT related reports of their respective district to be submitted at SDO-ICT office.
- 4. The Designation of School ICT Coordinator shall be recommended by the School Head and shall be agreed upon by all teachers and PTA's. The name of the Designated School/District ICT Coordinator shall be submitted to the Division ITO at SDO-ICT Unit for verification/review and for approval of the School Division Superintendent on June 27, 2018.
- 5. The qualification, duties and responsibilities and privileges of School/District ICT coordinator is enclosed herewith.
- 6. For information, dissemination and guidance.

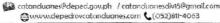


Republic of the Philippines Department of Education

Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES





Enclosure to Div. Memo No. 141 s. 2018

QUALIFICATIONS. REQUIREMENTS. DUTIES AND RESPONSIBILITIES, AND PRIVILEGES OF SCHOOL ICT COORDINATOR

Qualifications

- Adept or with adequate knowledge of MS Office (Word, Excel, Powerpoint, Publisher)
- Can surf/explore the internet and download or upload contents b.
- Can access social media (Facebook, messenger, hangouts, twitter etc.) C.
- Has knowledge on DepEd ICT programs and projects (LIS/EBEIS, DepEd Email, DCP, DICP, EHRIS, LRMDS, etc) d.
- Has basic knowledge or willing to be trained in computer troubleshooting and basic networking(NC II on CSS) e.
- Dedicated to render extended services in accomplishing school LIS, EBEIS, LRMDS, assist in accomplishment of SIP/AIP and other DepEd ICT-based systems

Requirements

- Letter of intent from the teacher to be designated as School ICT Coordinator
- Must accomplish the link: http://deped.in/ICTCoorProfile
- Recommendation letter from the school head
- Accomplished School ICT Coordinator (see attached)

General and Specific Duties and Responsibilities:

General Duties:

- ICT Systems and School Infrastructure Management
 - Maintenance and monitor the utilization of school e-classroom including ICT equipment such as laptops, desktop, projectors, speakers and the like;
 - Report problems/concerns about ICT packages in school to the supplier and SDO-ICT unit;
 - Coordinate with the School Property Custodian in the inventory of all school ICT equipment; and
 - Assist in the preparation of School Improvement Plan or Annual Implementation Plan

ICT Programs and Projects

- Spearhead in the implementation of ICT Literacy via school LAC session;
- Maintain school Information Systems (LIS/EBEIS, LRMDS, DepEd Email Accounts, etc); and
- Provide technical assistance and/or facilitate in the accomplishment of different ICT related reports, programs, projects and information systems (LIS/EBEIS, e-class record, DepEd Email accounts, EHRIS, LRMDS and the like.

Partnership and Stakeholders Management

ICT related MOU/MOA with private organizations, SUCs, LGUs, Public/Private schools and others.

ICT Technical Assistance

- Provide technical assistance to peers, learners and school heads with regards to the integration of ICT in teaching and learning; and
- Coordinate with the District ICT Coordinator and Division ITO on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

Specific Functions:

- Manage and maintain the Information and Communication Technology(ICT) Systems 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/privacy and effective utilization of the systems.
- c. Formulate plans for the school to effectively allocate the necessary IT resources to support district, division, regional and national strategy, operations, program and projects; and
- d. Participate and communicate with the Division ITO, District ICT Coordinator and other School ICT Coordinators about the implementation/accomplishment of division/region/national ICT-related programs.

Privileges:

- a. Equivalent to 1(one) ancillary load
- b. Can attend ICT related/enhancement training, symposium, seminar for Professional Development
- c. Designation can be added as supporting documents for promotion
- d. Grant of Service Credits in exchange to overtime rendered in accomplishing urgent submission of DepEd ICT related reports, programs and projects (per DM No. 291, s. 2018, DO No. 16 s. 2009)



Republic of the Philippines Department of Education

Region V(Bicol)

schools division office of Catanduane

catanduanes@deped.gov.ph / catanduanesdiv15@gmoil.com

www.depediovcatanduanes.com (052)811-4063

DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY (1977 COORDINATION



Date: _

Name:		Position:	
nebra r	Email Account:	CP #:	
School II	ID: School Name:		
District/	:/Municipality:	Address:	
Coordin remune	nator of eff	esignated as the Information and Communication Technology(ICT) ective immediately for this SY 2018-2019 and without additional	
be assig	Thus, you are expected to perform your duties and gned until such time this designation is revoked.	functions as ICT Coordinator and other related functions, which may	
	AND FUNCTIONS	,	
General	al Duties:		
a.	ICT Systems and School Infrastructure Manageme	nt	
	 Maintenance and monitor the utilization of so projectors, speakers and the like; 	chool e-classroom including ICT equipment such as laptops, desktop,	
	 Report problems/concerns about ICT package 		
	 Coordinate with the School Property Custodia 	an in the inventory of all school ICT equipment; and	
	 Assist in the preparation of School Improvem 	ient Plan or Annual Implementation Plan	
	ICT Programs and Projects		
b.			
b.	Spearhead in the implementation of ICT Literature		
b.		acy via school LAC session;	
b.	 Spearhead in the implementation of ICT Liters Maintain school Information Systems (LIS/EBI Provide technical assistance and/or facilitate projects and information systems (LIS/EBEIS) 	acy via school LAC session; EIS, LRMDS, DepEd Email Accounts, etc); and	
b. c.	 Spearhead in the implementation of ICT Liters Maintain school Information Systems (LIS/EBI Provide technical assistance and/or facilitate projects and information systems (LIS/EBEIS, Partnership and Stakeholders Management 	acy via school LAC session; EIS, LRMDS, DepEd Email Accounts, etc); and in the accomplishment of different ICT related reports, programs,	

Specific Functions:

and learning; and

and projects to ensure effective feedback and collaboration.

a. Manage and maintain the Information and Communication Technology(ICT) Systems and Infrastructure of the School/District to support operations.

Provide technical assistance to peers, learners and school heads with regards to the integration of ICT in teaching

Coordinate with the District ICT Coordinator and Division ITO on the monitoring and evaluation of ICT programs

- b. Manage and implement ICT programs and projects in the school to ensure data validity/privacy and effective utilization of the systems.
- c. Formulate plans for the school to effectively allocate the necessary IT resources to support division, regional and national strategy, operations, program and projects; and
- d. Participate and communicate with the Division ITO, District ICT Coordinator and other School ICT Coordinators about the implementation/accomplishment of division/region/national ICT-related programs.

Prepared by:		NOTED:	
-	School Head	Public Schools District Supervisor	

Recommending Approval:

JENNIFER B. METICA Information Technology Officer-I

APPROVED:

SOCORRO V. DELA ROSA, CESO VI Schools Division Superintendent