



RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
 Date: JUN 11 2018
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 Initial/Signature: [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: [Signature] **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

1. 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.



Enclosure to Div. Memo No. 14 s. 2018

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

1. Qualifications

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

2. Requirements

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

3. General and Specific Duties and Responsibilities:

General Duties:

- a. ICT Systems and School Infrastructure Management
 - o Maintenance and monitor the utilization of school e-classroom including ICT equipment such as laptops, desktop, projectors, speakers and the like;
 - o Report problems/concerns about ICT packages in school to the supplier and SDO-ICT unit;
 - o Coordinate with the School Property Custodian in the inventory of all school ICT equipment; and
 - o Assist in the preparation of School Improvement Plan or Annual Implementation Plan
- b. ICT Programs and Projects
 - o Spearhead in the implementation of ICT Literacy via school LAC session;
 - o Maintain school Information Systems (LIS/EBEIS, LRMDS, DepEd Email Accounts, etc); and
 - o 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.
- c. Partnership and Stakeholders Management
 - o ICT related MOU/MOA with private organizations, SUCs, LGUs, Public/Private schools and others.
- d. ICT Technical Assistance
 - o Provide technical assistance to peers, learners and school heads with regards to the integration of ICT in teaching and learning; and
 - o 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:

- a. 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.

4. 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)



Date: _____

DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COORDINATOR

Name: _____ Position: _____
DepEd Email Account: _____ CP #: _____
School ID: _____ School Name: _____
District/Municipality: _____ Address: _____

In the exigency of the service, you are hereby designated as the **Information and Communication Technology (ICT) Coordinator** of _____ effective immediately for this SY 2018-2019 and without additional remuneration.

Thus, you are expected to perform your duties and functions as ICT Coordinator and other related functions, which may be assigned until such time this designation is revoked.

DUTIES AND FUNCTIONS

General Duties:

- a. 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
- b. ICT Programs and Projects
 - Spearhead in the implementation of ICT Literacy via school LAC session;
 - Maintain school Information Systems (LIS/EBEIS, LRMS, 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, LRMS and the like.
- c. Partnership and Stakeholders Management
 - ICT related MOU/MOA with private organizations, SUCs, LGUs, Public/Private schools and others.
- d. 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:

- a. 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 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