

RELEASED



Republic of the Philippines

Department of Education

Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES

Virac, Catanduanes



Schools Division Office of Catanduanes

SECTION

JUN 07 2019

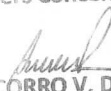
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DIVISION MEMORANDUM

No. 173 s. 2019

TO: Division Chiefs, CID & SGOD
SDO Section Chiefs, Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Others Concerned

FROM: 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT: OFFICIAL DESIGNATION OF DISTRICT AND SCHOOL INFORMATION AND
COMMUNICATION TECHNOLOGY (ICT) COORDINATOR for SY 2019-2020

DATE: June 6, 2019

In connection with the *Division Memorandum No. 141 s. 2018 dated June 6, 2018, re: Official Designation of District and School Information and Communication Technology (ICT) Coordinator*, you are hereby advised to designate a responsible and committed School ICT Coordinator this SY 2019-2020.

This Office reiterates that our goal 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.

The Designation of School ICT Coordinator shall be recommended by the School Head and shall be agreed upon by all teachers and PTA's, however we already selected names of District ICT Coordinator during the ICT Conference last April 6, 2019 and as discussed/agreed they will be the in-charge for the consolidation of reports to (Enclosure #1-List of District ICT Coordinators and representative of Secondary Schools by Zone). The name of the Designated School ICT Coordinator shall be submitted to the Division ITO at SDO-IT Unit with the required documents for verification/review and for approval of the School Division Superintendent on **June 27, 2019**.

The qualification, requirements, duties and responsibilities and privileges of School/District ICT coordinator is enclosed herewith(Enclosure #2).

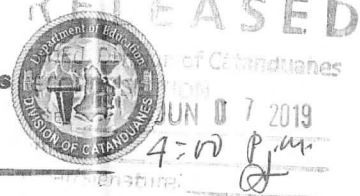
For information, guidance and compliance.

DISTRICT ICT COORDINATORS (SY 2019-2020)			
NO.	NAME	DISTRICT	SCHOOL
1	RICHILLE D. BRAGAIS	BAGAMANOC SOUTH	Bagamanoc CES
	WILFRED VILLAFLO	BAGAMANOC NORTH	Bugao CES
2	PAUL XAVIER TEJERERO	BATO EAST	Cagraray ES
	MARY GRACE TAYAM	BATO WEST	Marinawa ES
3	NANCY TENDENCIA	BARAS SOUTH	Baras CES
	RHEA TATING	BARAS NORTH	San Miguel ES
4	ESTRELLA MIRARAN	CARAMORAN NORTH	Caramoran CES
	NESSIE S. FRONDOZO	CARAMORAN SOUTH	Datag CES
5	CLARISSA LHOREN T. MORALES	GIGMOTO	Biong ES
6	ANGELITA E. FRIAS	PANDAN EAST	Porot ES
	EMMA LYNN DQ GIANAN	PANDAN WEST	Oga ES
7	SUZETTE OLARVE	PANGANIBAN	San Miguel ES
8	MARISOL R. TOLEDO	SAN ANDRES EAST	San Andres CES
	MARITES H. SOLANO	SAN ANDRES WEST	Cabcab CES
9	VANESSA T. POLERO	SAN MIGUEL NORTH	Mabato CES
	LOURDES BASIERTO	SAN MIGUEL SOUTH	San Miguel ES
10	LERMA O. TIMAJO	VIGA WEST DISTRICT	Viga CES
	MA. LIZETTE MAGISTRADO	VIGA EAST	Tambongon CES
11	JAKE S. SARMIENTO	VIRAC NORTH	VPES
	JOHN ALREY V. TIDON	VIRAC SOUTH	Cavinitan ES
SECONDARY			
Zone 1	Efren Gurrobat	Virac	Antipolo NHS
	Cynthia Tolledo	San Andres	SAVS
Zone 2	Liza Joson	San Miguel	Mabato NHS
	Ricky Dela Cruz	Gigmoto	Gigmoto CES
Zone 3	Rene Samar	Viga	Viga CES
	Avigail Valeza	Panganiban	Panganiban CAIC
Zone 4	Lorie Mae Tarnate	Caramoran	Caramoran RDHS
	Socorro Bonifacio	Pandan	Pandan CES



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Enclosure to Div. Memo No. 177 s. 2019

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/ICTCoorProfile2019>
- 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)



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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 _____ 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, Updating of Google Sheets, 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