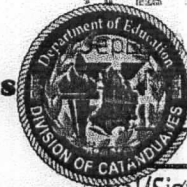




Republic of the Philippines
Department of Education
Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

catanduanes@deped.gov.ph / catanduanesdiv15@gmail.com
www.deped.govcatanduanes.com (052)811-4063




RELEASED

Schools Division Office of Catanduanes

SECTION

JUL 15 2019

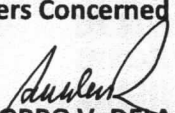

2.7.19 p.m.

Signature: 

DIVISION MEMORANDUM

No. 218s. 2019

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

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

SUBJECT: ADDENDUM/CORRIGENDUM TO DM No. 173 s. 2019, Re: OFFICIAL DESIGNATION OF DISTRICT AND SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COORDINATOR for SY 2019-2020

DATE: July 14, 2019

This Office would like to advise the school heads to read and be guided of the information and provisions stipulated in the attached *DepEd Memorandum dated June 26, 2019, re: Designation of District and School Information and Communications Technology (ICT) Coordinators*.

In connection with the *Division Memorandum No. 173 s. 2018 dated June 6, 2019, re: Official Designation of District and School Information and Communication Technology (ICT) Coordinator*, school heads are advised to accomplish the attached form for the Designation of School Information and Communications Technology (ICT) Coordinator as per DepEd Memo from the Central Office to have a standard format. Submission of said documents is due on **July 26, 2019** at SDO-OSDS-IT Unit.

Should you have any inquiry or concerns, you may contact CP#09208779674/jennifer.metica@deped.gov.ph

For information, guidance and compliance.



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM
26 June 2019

For: **Regional Directors
Schools Division Superintendents
Chiefs, ESSD and SGOD
Public Schools District Supervisors
Principals and Head Teachers
All Others Concerned**

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

1. With the conclusion of the Rapid Assessment of DepEd Computerization Program (DCP) Implementation, it was observed that most of the participants were just delegated as ICT Coordinators with no official designation by their respective school heads.
2. Relative to the succeeding release of DepEd Orders, Memoranda, and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinators' tasks was borne by a regular teacher who acts as a school/district ICT coordinator in addition to his/her regular teaching load.
3. Hence, with the goal of the Department for an effective management and implementation of ICT-related programs and projects, **all school heads are directed to designate two (2) School ICT coordinators** to handle the following:
 - a. Preventive maintenance of the school's ICT Equipment and be in-charge of other ICT-related programs and projects; and
 - b. Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.).

Office of the Undersecretary for Administration
*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



If the Administrative Assistant/Registrar is available, the School Head has the discretion to assign him/her to handle the Data Management. All other duties and functions of Administrative Assistant pursuant to previous issuances of whether shall remain enforced.

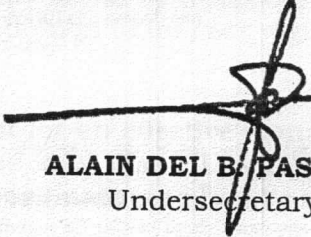
4. In order to ensure the proper implementation on the designation of the School ICT Coordinators, the following guidelines are issued:
 - a. For Teachers designated as School ICT Coordinators but continue to have regular teaching loads (of at least 2 but not beyond 4 hours) shall render services on 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 given additional compensation or overtime pay;
 - b. When funds are not available for the grant of additional compensation or overtime pay, vacation service credits may be granted for services rendered beyond the required working hours during regular school days, which is exclusive of the 15 days limitation under DepEd Order No. 53, s. 2003.
 - c. The specific provision of DepEd Memorandum No. 291, s 2008 and the addendum under DepEd Order No. 16, s. 2009 shall be enforced in this regard, and;
 - d. Teachers designated on part-time basis as School ICT Coordinator and who are required to render services during the summer vacation to conduct preventive maintenance of E-Classroom/ Computer Laboratory and ICT Equipment Inventory after the closing and before the opening of classes for each semester shall likewise be granted vacation service credits of not more than 15 days, also of the exclusive 15 days' limitation.

5. The following procedures/ requirements must be observed:
 - a. The designation of a teacher to perform as the School ICT Coordinator whether on part-time or full-time basis shall be recommended by the School Head to the Schools Division Superintendent (SDS) for approval;
 - b. Only duly designated School ICT Coordinator may be paid additional compensation or overtime pay or may be granted vacation service credits under these guidelines;
 - c. The School Head shall submit to the SDS the request to grant of vacation service credits, clearly indicating the total number of days served by the designated School ICT Coordinator during the summer vacation together with the duly signed daily time record (DTR)



approval;

- d. The discretion to determine the allowable number of vacation service credits that may be allowed is vested with the SDS;
 - e. The accumulated vacation service credits of teachers shall be used to offset absences of teachers due to illness. Subject to availability of funds and approval of the SDS, monetization or payment of the money value of unused vacation service credits may be allowed, using the approved formula for the computation, conversion, and reversion under existing CSC rules and regulations.
 - f. Furthermore, designated District/School ICT Coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as District/School secretariat.
6. The qualifications, duties, responsibilities, and privileges of District/School ICT Coordinator is enclosed.
7. All Schools Division Offices, thru the Division Information Technology Officer in coordination with the Public Schools District Supervisors/District Coordinating Principals, are directed to **establish a District ICT Council to be headed by two (2) School ICT Coordinators duly elected among School ICT Coordinators within the district or may be designated by the Division ITO.** The members of the District ICT Council shall be the officially designated School ICT Coordinators.
8. For those divisions with no districts, a **Division ICT Core Team may be established to be headed by the Division ITO.**
9. Immediate and wide dissemination of this memorandum is desired.


ALAIN DEL B. PASCUA
Undersecretary



- d. Participate and communicate with the Division and other ICT District and School ICT Coordinators with regard to the implementation/accomplishment of Division/Region/National ICT-related programs.

Recommended by:

Signature over Printed Name
(School Head)

Signature over Printed Name
(Public Schools District Supervisor)

Recommending Approval:

JENNIFER B. METICA
Information Technology Officer-I

MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent

APPROVED:

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

CONFORME:

Signature over Printed Name
(Designated District/School ICT Coordinator)