



Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

September 5, 2023

**DIVISION MEMORANDUM**  
**OSDS-ICTU-DM- 350**

**SUBMISSION OF THE OFFICIAL DESIGNATION OF DISTRICT AND SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COORDINATORS FOR SY 2023-2024**

**TO : Assistant Schools Division Superintendent**  
**SDO Chiefs, Section/Unit Heads**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**School Heads**  
**District/School ICT Coordinators**  
**All others concerned**

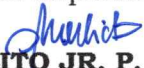
1. With the goal of the Department for an effective management & implementation of ICT-related programs and projects in the field and in consonance with the attached **CO UnNumbered Memo dated June 26, 2019 and DM No. 419 s. 2021, re: Designation of District and School Information and Communications Technology (ICT) Coordinators**, Public Schools District Supervisors and School Heads are requested to submit the official designation of District and School ICT Coordinators for SY 2023-2024 following the provided template(Enclosure 1) which is due until **September 12, 2023**. The submission of the said designation is every BOSY and submission of accomplishment report is required after the end of EOSY.

2. To facilitate the submission of said designation it is suggested that it should be submitted by District (hardcopy) at the ICTU Office together with the following documents: Letter of Intent by the teacher signed by the School Head and ICT Plan for SY 2023-2024(Enclosure 2).

3. Further, the designated District/School ICT Coordinators are advised to complete this link: <http://tinyurl.com/ICTCoorProf2023> after all the documents are already signed.

4. For information, guidance and compliance.

By Authority of the Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III – Legal Officer  
Officer-in-Charge



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DepEd Tayo – Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



September 20, 2021

**DIVISION MEMORANDUM**  
OSDS-ICTU-DM- 419 s. 2021

**SUBMISSION OF THE OFFICIAL DESIGNATION OF DISTRICT AND SCHOOL INFORMATION  
AND COMMUNICATION TECHNOLOGY(ICT) COORDINATORS  
FOR SY 2021-2022**

**TO : Assistant Schools Division Superintendent**  
**SDO Chiefs, Section/Unit Heads**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**School Heads**  
**District/School ICT Coordinators**  
**All other concerned**

1. In consonance with the attached **CO UnNumbered Memo dated June 26, 2019, re: Designation of District and School Information and Communications Technology (ICT) Coordinators**, School Heads and Public Schools District Supervisors are advised to submit the official designation of District and School ICT Coordinators for SY 2021-2022 following the provide template (Enclosure 1) which is due on **October 4, 2021**.

2. Further, designated **District/School ICT Coordinators** are advised to accomplish this link <https://tinyurl.com/ICTCoorProf2021> for DO updating of ICT Coordinator 1 & 2 profile.

3. For queries, Technical Assistance and additional information, please contact the ICT Unit (CP#09291383262) or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

4. For information, guidance and compliance.

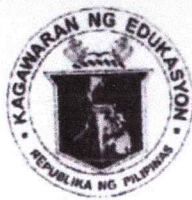
**SUSAN S. COLLANO**

Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



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DepEd Tayo - Region V - Catanduanes





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, School 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 of 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







Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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Date: \_\_\_\_\_

**DESIGNATION OF DISTRICT/SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COORDINATORS**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Number of Yrs. in Teaching: \_\_\_\_\_

Number of SY designated as ICT Coordinator (pls. provide the school year/s): \_\_\_\_\_

IT Related Trainings Attended (pls. use separate sheet if necessary): \_\_\_\_\_

DepEd Email Account: \_\_\_\_\_ CP #: \_\_\_\_\_

School ID: \_\_\_\_\_ School Name: \_\_\_\_\_

District/Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

Designation (pls check the selected position):

- District ICT Coordinator
- School ICT Coordinator (Preventive Maintenance of the school's ICT Equipment and be in-charged of other ICT-related programs and projects)
- School ICT Coordinator (Data Management and Information Systems Support)

In the exigency of the service, you are hereby designated as the **Information and Communication Technology (ICT) Coordinator** for **Elem/Junior/Senior** of \_\_\_\_\_ effective immediately for this SY \_\_\_\_\_.

You are also being unloaded of your usual teaching load to four(4) hours daily to focus and concentrate on ICT functions and duties in your School/District with specific provisions of DepEd Memorandum No. 291 s. 2008 and addendum under DepEd Order No.16 s. 2009. (References: RA 1880, CSC 9155, Magna Carta for the Public-School Teachers, Civil Service Code).

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**QUALIFICATIONS:**

- ❖ Minimum of 3 years Teaching Experience
- ❖ Oriented in Basic Computer Software and Applications
- ❖ Oriented in Basic Software and Hardware Installations
- ❖ Extensive experience in Educational Technology
- ❖ Strong interpersonal, communication, analytical and problem-solving skills

**DUTIES AND FUNCTIONS**

**General Duties:**

- A. *On ICT Systems and School Infrastructure Management*
  - Ensure utilization and maintenance of E-classroom including ICT equipment such as laptop, projectors and speakers among others;
  - Report problems and concerns about ICT packages of 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 of Annual Implementation Plan
  
- B. *On ICT Programs and Projects*
  - Spearhead in the implementation of ICT Literacy via school LAC session;
  - Maintain the effective use of the E-classroom and monitor the utilization of other ICT equipment such as laptops, projectors and speakers, among others;
  - Maintain school LIS/BEIS account (username and password) and mentor LIS/BEIS online encoding; and
  - Provide assistance and/or facilitate in the early accomplishment of different ICT related DepEd Programs like LMS, LRMIS, e-class Record, DepEd Email Account, DPDS, WINS, and the like.

C. *On Partnership and Stakeholders Management*

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

D. *On ICT Technical Assistance*

- Provide technical assistance among peers, learners and school heads with regard to the positive use of ICT in teaching and learning, and governance; and
- Coordinate with District ICT Coordinator and Division IT Officer 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 system;
- c. Formulate plans for the School/District to effectively allocate the necessary ICT resources to support division, regional and national strategy, operations, program and projects; and
- d. Participate and communicate with the Division and other ICT District and School ICT Coordinators with regards to the implementation/accomplishment of Division/Region/National ICT-related programs.

Recommended by:

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*Signature over Printed Name  
(School Head)*

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*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:**

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

**Enclosure 2**

School Heading

**SCHOOL ICT PLAN**

SY 2023 – 2024

Prepared by: _____ Signature: _____ Position/Designation : _____				Date : _____			
Goal:							
Objectives	Activities	Persons Agencies Responsible	Funding Source	Time Frame	Progress Success Indicators	Expected Outputs	Remarks
<b>(Example)</b> 1)To ensure the utilization and maintenance of E-Classroom including ICT equipment esp under DCP such as desktop, netbook, laptop, projectors, TV, lapel, external drive, speakers among others	-Conduct inventory of ICT equipment esp under DCP for proper maintenance, utilization and monitoring -Provide the required E-classroom logbook	-School ICT Coordinator 1, School Head, Learners, Teaching & Non-Teaching, Personnel, Barangay Officials, Property Custodian, ITO, DCP Technical Team	-Stakeholders donations, School MOOE, PSF-DCP from DO, RO & CO	-Year-round	-Functional E-classroom	-Compliant to DM No. 334 s. 2023 -Guidelines on the Use of E-classroom and ICT equipment in Schools specifically submission to DO the 4 templates E-classroom logbook requirements on time	-Proper coordination to Barangay officials for the security of the IT packages stored in E-classroom

Reviewed by:

Noted by:

\_\_\_\_\_  
School Head

**JENNIFER B. METICA**  
Information Technology Officer-I



*District Heading*

**DISTRICT ICT PLAN**

SY 2023 – 2024

Prepared by: _____ Signature: _____ Position/Designation : _____					Date : _____		
Goal:							
Objectives	Activities	Persons Agencies Responsible	Funding Source	Time Frame	Progress Success Indicators	Expected Outputs	Remarks
<b>(Example)</b> 1)To submit the consolidated report on the utilization and maintenance of E-Classroom including ICT equipment esp under DCP such as desktop, netbook, laptop, projectors, TV, lapel, external drive, speakers among others in the District	-Extend TA for the submission of required reports and other IT related reports of schools within the District	-District/School ICT Coordinator 1, School Head, Learners, Teaching & Non-Teaching, Personnel, Barangay Officials, Property Custodian, ITO, DCP Technical Team	-Stakeholders donations, School MOOE, PSF-DCP from DO, RO & CO	-Year-round	-Functional E-classroom	-Compliant to DM No. 334 s. 2023 -Guidelines on the Use of E-classroom and ICT equipment in Schools specifically submission to DO the 4 templates E-classroom logbook requirements on time	-Proper coordination to ITO regarding the utilization of DCP packages in the District

Reviewed by:

Noted by:

\_\_\_\_\_  
*Public Schools Division Supervisors*

**JENNIFER B. METICA**  
*Information Technology Officer-I*