



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



**MEMORANDUM**

**TO: Public Schools District Supervisors  
Elementary & Secondary School Heads  
School ICT Coordinators**

**FROM: NYMPHA D. GUEMO**  
Asst. Schools Division Superintendent  
Officer-In-Charge *jr*

**SUBJECT: OFFICIAL DESIGNATION OF SCHOOL ICT COORDINATOR**

**DATE: July 13, 2015**

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To facilitate the early submission of the different online forms and other ICT related reports and to provide technical assistance to school heads & teachers with regards to ICT related jobs/works, you are hereby advised to designate School ICT Coordinator stating his/her roles & functions to be performed and approved by this Office. As per advised from the Central Office, different DepEd forms such as E-Class Record, LIS, EBEIS, & other forms are free for use by all teachers & staff, thus copying, modifying & the likes are strictly prohibited

Likewise, you are also required to submit Utilization of E-classroom together with the designation of School ICT Coordinator in your respective schools at the SDO, IT Section c/o **Ms. Jennifer B. Metica (ITO-I)** on **July 20, 2015**.

For your information, guidance and compliance.