



Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
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RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: JUN 20 2017

Time: 4:07 P.M.

Initial/Signature: *Jmt*

MEMORANDUM

TO: CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisor
Elementary & Secondary School Heads
Designated School ICT Coordinators
Designated Property Custodians

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

SUBJECT: Updating of Information and Communication Technology Section/Unit Directory
at DepEd Central Office

DATE: June 20, 2017

In connection with the implementation of the **DCP Ticketing System** this year and to ensure accuracy of school ICT coordinator contact details as well as the school heads and property custodians, please update your contact details especially your mobile contact numbers and email addresses following the attached template or you may accomplish the link <http://deped.in/ICTSDirectory>.

Said report is due on **June 29, 2017** at SDO-IT section or you can email at jennifer.metica@deped.gov.ph.

For information, guidance and compliance.

ICTS Directory

Region	Division	First Name	Last Name	Position	School ID	School Name	Phone1/ landline [] for area code followed by the number e.g. [045] 808 0529 Add any other landline nos you have just follow the format [045] 808 0529; [045] 808 0522	Phone2/ mobile 0917 833 9577 please follow format. Add any other mobile nos. you have seperated by ;	Email1 deped	Email2 any other email you	Email3 any other email
				ICT Coordinator / Principal / Head Teacher / OIC / Asst Principal / Property Custodian, etc...							

Prepared By:

School ICT Coordinator

NOTED:

School Principal