



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



August 29, 2013

MEMORANDUM TO:

MR. EFREN T. GURROBAT


Teacher III
Antipolo National High school
Antipolo, Virac, Catanduanes

In the best interest of the service and consistent with existing policies, you are hereby designated as Division ICT Coordinator, this Division effective September 1, 2013.

As such, you are expected to report on regular days at the Division Office every afternoon, while retaining your teaching loads in the morning at Antipolo National High School. Listed below will be the scope of your additional functions, to wit:

1. Act as Web Administrator and over-all in-charge of the operation of DepED-Catanduanes website;
2. Propose specific guidelines on the extent and limits of website services to be observed by DepED-Catanduanes Community;
3. Conduct orientation workshop with Education Program Supervisors(EPS) and Division Coordinators, Public Schools District Supervisors(PSDS), and School Heads about the operation of the website;
4. Upgrade the website as the need arises, particularly on facilitating paperless system of communication within the division;
5. Upload/download communications, memoranda, documents, or forms subject to conditions that may be issued by the Schools Division Superintendent;
6. Propose activities that will upgrade the competence of division officials, teachers, and non-teaching personnel on access and optimum utilization of website;
7. Establish permanent link with school ICT Coordinators and conduct regular updating conference with them;
8. Keep hard copies of documents uploaded in the web, particularly on issuances involving policy implementation;
9. Propose attendance or participation to trainings and keep yourself abreast with the trends on ICT; and
10. Perform such other functions as the Schools Division Superintendent may deem necessary.

For your guidance and compliance.


JOSE L. DONCILLO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Cc:

OIC-ASDS
Section Chiefs
Promotional Staff