



Division Memorandum
No. 149 s. 2019

TO: ALL PSDS/DIC's
All Secondary/Elementary School Heads
All District ICT Coordinators
All Secondary/Elementary School ICT Coordinators
This Division

FROM: *[Signature]*
MARLOU B. DEDUMO, Ph. D., CESO V
Schools Division Superintendent

SUBJECT: **DESIGNATION OF DISTRICT AND SCHOOL ICT COORDINATORS**

DATE: March 27, 2019

1. With the inclusion of the DCP Rapid Assessment of DCP Implementation, it was observed that there were those delegated as ICT Coordinators with no official designation and no idea of their duties and responsibilities.
2. Relative to the preceding releases of DepEd Orders, Memoranda and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinators' tasks were performed 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 Division for an effective management and implementation of ICT related programs and projects, all school heads are directed to designate one school ICT coordinator to handle the preventive maintenance of the school ICT equipment and in-charge of other ICT related programs and projects.
4. District/School ICT Coordinators should have met the following qualifications:
 - a. Minimum 2 years of Teaching Experience;
 - b. Oriented in Basic Computer Software's and applications;
 - c. Oriented in Basic Software and Hardware Installations;
 - d. Extensive experience in Education Technology; and
 - e. Strong interpersonal, communication, analytical and problem-solving skills.
5. Enclosed is the proforma of the designation letter and general duties and responsibilities of District/School ICT Coordinators for the schools/districts to follow
6. Immediate and widest dissemination and implementation is desired.





Name: _____ Position: _____

In the exigency of the service, you are hereby designated as the District/School ICT Coordinator of _____ effective immediately.

You are expected to perform your duties and functions as ICT Coordinator and other related function which may be assigned until such time that this is revoked.

DUTIES AND FUNCTIONS

On ICT Systems and School Infrastructure Management

- Manages the utilization and maintenance of e-classroom/computer laboratory including ICT equipment such as laptops/netbooks, projectors, speakers etc.
- Reports problems/concerns about ICT packages on school to the supplier and SDO-ICT unit
- Coordinates with the school property custodian in the inventory of all the school ICT equipment.
- Assists in preparation of the School Improvement Plan (SIP) under ICT maintenance budget

On ICT Programs and Projects

- Spearheads in the implementation and integration of ICT literacy among teachers and students.
- Supports ICT programs and projects implemented at the school/district, division and learning centers

On Partnership and Stakeholder Management

- Coordinates on ICT related MOU/MOA and contracts with private organizations, SUCs, LGUs, Public/Private schools and others.

On ICT Policies and Standards Implementation

- Assists in the implementation of School and Division policy standards aligned with the National policies and standards for Basic Education.

On ICT and M&E

- Coordinates with Division ITO on the monitoring and evaluation of ICT equipment, programs and projects to ensure effective feedback and collaboration.

On Technical Assistance to School's Integration of ICT in School Governance, Teaching and Learning

- Helps and/or facilitates in ICT related DepEd programs like LRMDs, e-classroom record, DepEd email accounts, eHRIS and others alike.
- Extends technical expertise in addressing school ICT needs/requirements.
- Provides technical assistance to peers, learners and school heads with regards to the integration of ICT in teaching and learning.

Recommending by:

School Head/ PSDS/DICs

Recommending approval:

MARVIN G. MINGUILLAN
Division IT Officer

Approved:

MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent