



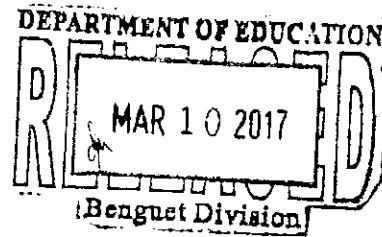
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601



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March 09, 2017

SCHOOLS DIVISION MEMORANDUM
No. 048 s. 2017



TO: All Chief of CID & SGOD
All Section/Unit Heads
All Education Program Supervisors
All PSDS & Coordinating Principals
All School Heads of Public Elementary & Secondary Schools
Others concerned

FROM: 
FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

SUBJECT: Addendum to SDO Memo No. 239, s. 2016 (Designation of a District & School Information Communications Technology (ICT) Coordinator)

1. In addition to SDO Memo No. 239, s. 2016 entitled "Designation of a District & School Information Communications Technology (ICT) Coordinator" the Schools Division of Benguet issues this Memorandum to supplement and clarify several provisions regarding the Designation of a District and/or School ICT Coordinator.

for School ICT Coordinator:

- a. The designation of a *school ICT coordinator* shall only be applicable to a **permanent teaching** position as they are tasked in the integration of ICT to teaching & learning;
- b. If in case a school(s) cannot designate a permanent School ICT coordinator due to circumstances, then the designation shall not be accomplished but instead assign the **most capable teacher as school ICT coordinator-designate**;
- c. A *school ICT Coordinator-designate* differs from that of a School ICT coordinator;
- d. That the functions and guidelines of a *school ICT coordinator-designate* are as follows:
 - spearhead the school LAC session on ICT;
 - accomplish required ICT related tasks and/or reports;
 - not de-loaded of 2 hours of teaching load; and
 - can avail COC/CTO in case of overtime in accomplishing ICT related task, strictly following the guidelines stated in D.O. No. 30, s. 2016 and D.O. No. 53, s. 2003.
- e. Lastly the *school ICT coordinator-designate* may attend ICT related trainings/seminars /symposiums but depending on the final approval of their school head.

for District ICT Coordinator:

- a. The designation of a *District ICT coordinator* is only applicable to an ICT capable School Head position or a Department Coordinator;
- b. The *District ICT coordinator* shall report to the District Office at least twice a week for two hours to monitor the implementation of ICT programs and projects;
- c. In addition, being the *District ICT coordinator* may conduct necessary meetings, periodic District-wide ICT LACs, make partnership and other related functions; and
- d. Lastly, reports to the Division ITO ICT related common needs, obstacles and/or situations in their respective District to be addressed respectively.

2. In such case, the School/District ICT coordinator is transferred due to promotion, retirement, transfer and/or other reasons, the PSDS/School Head shall immediately designate a capable replacement accomplishing the same designation form.

3. Application for a permanent school ICT coordinator shall continue especially for schools that did not designate a school ICT coordinator.

4. Lastly, submitted designation of school ICT Coordinator to the ICT unit who failed to accomplish all the requirement on ICT Coordinator Survey stated on the 2nd page of SDO Memo No. 239, s. 2016 will not be acted upon by the Division ITO.

5. For information, dissemination and guidance.