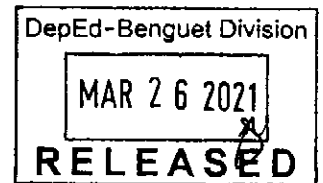




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Benguet**

March 25, 2021

**DIVISION MEMORANDUM**  
 No. 101 s. 2021



**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.**

**Division Policies and Guidelines on the issuance of Designation of District & School Information Communications Technology (ICT) Coordinator**

1. Pursuant to the unnumbered DepEd Memorandum dated June 26, 2019 signed by the Honorable Alain del B. Pascua, Undersecretary for Administration entitled "Designation of District and School Information and Communications Technology (ICT) Coordinators, this office hereby issues the localized guidelines.

2. The Schools Division of Benguet reiterate that all school heads are directed to recommend deserving school personnel to be their School ICT Coordinator(s) according to the following school classifications:

<b>School Classification (via enrollees/personnel)</b>	<b>Number of School ICT Coordinator</b>
a. Very Large Schools (600 to 1000+ enrollees)	4 school ICT coordinator
b. Large Schools (300 to 599 enrollees)	3 school ICT coordinator
c. Medium Schools (101 to 299 enrollees)	2 school ICT coordinator
d. Small Schools (50 to 100 enrollees)	1 school ICT coordinator
e. Very Small Schools (10 to 49 enrollees or with less than 3 school personnel)	TIC will handle

3. Anent thereto, Master Teachers are not allowed to be designated as School ICT Coordinator per DepEd Order No. 39, s. 1990 which states under item number 7, section a.4 that:

*"(4) All Master Teachers I and II be given full teaching loads, except those with special projects or researches in which case a minimum of 4 teaching loads be given."*

4. For the designation of a District ICT Coordinator, the Public Schools District Supervisor/District In-charge shall designate one (1) School Head/TIC who is versatile/capable with the ICT utilization and versed in any ICT-related DepEd programs and projects.



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5. Hence, the designated school/district ICT coordinator shall perform the following task in support to the Department goal to provide basic education for all with the implementation of ICT-based DepEd programs and projects:
  - a. ICT integration to teaching and learning process;
  - b. Minor preventive maintenance of the School's ICT Equipment;
  - c. Report of major ICT malfunction of equipment or system to concerned office;
  - d. Technical assistance to ICT-related programs and projects; and
6. It is highly recommended that the Data Management duties shall be the responsibility of the School Head/TIC as the School ICT Coordinator shall focus mostly on the ICT for Teaching and Learning process and perform minor preventive maintenance.
7. Lastly, it is highly re-iterated in the DepEd memorandum that the "*designated district/school ICT coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall never be treated merely as a district/school secretariat*".
8. The ICT coordinatorship designation form along with its qualifications, duties & responsibilities and privileges is enclosed herewith.
9. The effectivity is upon the approval of the Schools Division Superintendent of the Designation and the benefits is not retroactive.
10. All Public Schools District Supervisor and Coordinating Principals are advised to establish a District ICT Council to be headed by the District ICT coordinator to perform the same duties in the District Level. The members of the District ICT council shall be the official designated school ICT coordinators.
11. For information, dissemination and guidance.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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