



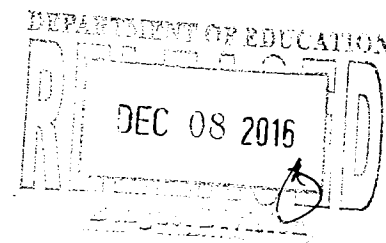
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601



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December 5, 2016

DIVISION MEMORANDUM
No. **239.2016**



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 V
Schools Division Superintendent

SUBJECT: Designation of a District & School Information Communications Technology (ICT) Coordinator

1. With the conclusion of ICT Literacy for School ICT coordinators, it was observed that most of the participants were just delegated as ICT coordinators with no official designation by their respective school heads;
2. Relative to the succeeding released DepEd Orders, Memorandum and Advisories on Information and Communication Technology (ICT), the accomplishment of this task were borne by the regular teacher of the school acting as the School/District ICT coordinator in addition to their regular teaching load despite the laborious duties being an ICT coordinator;
3. Hence, with the goal of the Division for an effective management and implementation of ICT programs and projects, all school heads are directed to recommend one (1) school ICT coordinator to be designated by this office. For schools classified as large (1000+ enrollment) and medium (500+ enrollment) shall designate two (2) ICT coordinators performing the same duties and working collaboratively to accomplish the task;
4. Designated district/school ICT coordinator(s) takes care of all the online/offline DepEd ICT related programs and projects and shall perform four (4) hours in their teaching load instead of the regular six (6) hours a day. The two (2) hours shall be used in performing their functions and duties as district/school ICT coordinator;
5. The Designation shall agreed both by the teacher concerned, PTA and school head before submitting to the ICT unit in the Schools Division Office for verification/review and signed by the Division IT Officer for submission to the office of the Schools Division Superintendent for approval;
6. Furthermore, designated district/school ICT coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as a district/school secretariat;
7. The qualifications, duties & responsibilities and privileges for a district/school ICT coordinator is enclosed herewith; and
8. 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.
9. For information, dissemination and guidance.

Qualifications, Duties & Responsibilities and Privileges of a District/School ICT Coordinator

1. Qualifications

- a. Adept or with adequate knowledge of MS office (Word, Excel, PowerPoint, Publisher)
- b. Knows how to surf the internet and download or upload contents
- c. Knows how to access Facebook, Google or Yahoo account, and others alike.
- d. Has knowledge on DepEd ICT program and projects (LIS/EBEIS, DepEd email, DCP, eHRIS, EGMA/EGRA, LRMDs, etc..)
- e. Has basic knowledge or willing to be trained in computer troubleshooting and basic networking (NC II on CSS)
- f. Dedicated to render extended service in accomplishing the school LIS, EBEIS, LRMDs, assist in the accomplishment of SIP/AIP and other DepEd ICT-based systems
- g. In the event that any three (3) qualifications is not satisfied then **NO ICT designation** shall be awarded to the aspiring applicant. In conclusion, this designation is only applicable to school(s) with at least three (3) personnel holding permanent position.

2. Requirement (for submission on or before February 28, 2017)

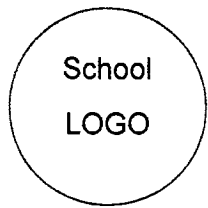
- a. Letter of intent from the teacher to be designated as ICT coordinators
- b. Must accomplish the Survey of ICT Competencies for Teachers at <http://deped.in/ictcompetency> (this requires log-in to your DepEd email to be able to access the link)
- c. Recommendation letter from the school Head
- d. Accomplished District/School ICT Coordinator Designation (see attached)

3. General Duties and Responsibilities

- a. *On ICT systems and school infrastructure management*
 - Maintenance and Utilization of school e-classroom including ICT equipment such as laptops/netbook, projectors, speakers and others.
 - Report problems/concerns about ICT packages on school to the supplier and SDO-ICT unit
 - Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
 - Assist in preparation of School Improvement Plan or Annual Implementation Plan
- b. *On ICT Programs and Projects*
 - Spearhead in the implementation of ICT Literacy via school LAC session
 - Maintain in the effective use of the e-classroom and monitor the utilization of other ICT equipment such as netbook/laptop, projector, speakers and others alike.
 - Maintain school LIS/eBEIS accounts (username and password) and mentor LIS/eBEIS online encoding.
 - Provide assistance and/or facilitate in the early accomplishment of different ICT related DepEd programs like LRMDs, e-class record, DepEd email account, eHRIS and others alike.
- c. *On Partnership and Stakeholder Management*
 - ICT related MOU/MOA with private organizations, SUCs, LGUs and/or Public/Private schools
- d. *On ICT Technical Assistance*
 - Provide technical assistance to peers, learners and school heads with regards to the integration of ICT in teaching and learning.
 - Coordinate with District ICT and Division ITO on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

4. Privileges

- a. Equivalent of 1 ancillary load
- b. Can attend ICT related/enhancement training, symposium, seminar for Professional Development
- c. Grant of Service Credits in exchange to overtime rendered in accomplishing their district/school DepEd ICT related programs and projects. (based on DM No. 291, s. 2008, DO No. 16, s. 2009)



Date: _____

DESIGNATION OF DISTRICT/SCHOOL Information and Communication Technology (ICT) COORDINATOR

NAME: _____ Position: _____

Designation School District ICT Coordinator

School Assignment: _____

District: _____ Address: _____

In the exigency of the service you are hereby designated as the Information and Communication Technology (ICT) Coordinator of _____ effective immediately. You are also being deloaded of your usual teaching load to four (4) hours daily to focus and concentrate on ICT functions and duties in your school/district. (references: RA 1880, CSC Resolution No. 080096, DepEd Memo 291 s. 2008, DepEd Order No. 16, s. 2009, RA 9155, Magna Carta for the Public School Teachers, Civil Service Code).

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

DUTIES and FUNCTIONS

General Duties:

- a. *On ICT systems and school infrastructure management*
 - Maintenance and Utilization of school e-classroom including ICT equipment such as laptops/netbook, projectors, speakers and others.
 - Report problems/concerns about ICT packages on school to the supplier and SDO-ICT unit.
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 - Provide assistance and/or facilitate in the early accomplishment of different ICT related DepEd programs like LRMDS, e-class record, DepEd email account, eHRIS and others alike.
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 - Coordinate with District ICT and Division ITO on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

Specific Functions:

- a. Manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the School/District to support operations
- b. Manage and implement ICT programs and projects in the school/district to ensure data validity and effective utilization of the systems
- c. Formulate plans for the school/district to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, programs and projects.
- d. Participate and communicate with the division and other ICT District and School ICT Coordinators with regard to the implementation/accomplishment of division/region/national ICT-related programs.

Prepared by:

 School Head

Noted:

 District Schools Division Superintendent

Recommending Approval:

ERIC S. WANSON
 Division Information Technology Officer I

Approved:

FEDERICO P. MARTIN, Ed.D., CESO V
 Schools Division Superintendent