REGION MEMORANDUM
No. 10, s. 2018

DESIGNATION OF A DISTRICT AND SCHOOL COORDINATOR FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

To: Schools Division Superintendents
    All others concerned
    This Region

1. With the conclusion of the DCP Rapid Assessment of DCP Implementation, 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, Memoranda and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinator's task was borne 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 Region for an effective management and implementation of ICT programs and projects, all school heads are directed to recommend one (1) ICT coordinator to be designated by this Office. For schools classified as large (1,000+ enrollment) and medium (500+ enrollment), two (2) ICT coordinators shall be designated to perform the same duties and work collaboratively to accomplish the task.

4. The designated district/school ICT coordinators shall take care of all the online/offline DepED ICT related programs and projects and shall perform four (4) hours of 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 be agreed upon by the recommended teacher, PTA, and school head before submitting the recommendation to 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 of a District/School ICT Coordinator is enclosed.

8. All public-School District Supervisors 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. Immediate and wide dissemination of this Memorandum is desired.

To be indicated in the Peretual Index under the following subject

ICT

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DESIGNATION OF DISTRICT/SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COORDINATOR

Name: _____________________________________________________________
Position: __________________________________________________________

Designation: [ ] School [ ] District ICT Coordinator

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. (reference: 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).

DUTIES and FUNCTIONS

a. On ICT System and School Infrastructure Management.
   ✔ Ensure maintenance and Utilization of School e-Classroom including ICT equipment such as laptop, projectors and speakers among others.
   ✔ Report problems and concerns about ICT packages on school to the supplier and SDO 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 the effective use of the e-classroom and monitor the utilization of other ICT equipment such as laptop, projector and speakers among others
   ✔ Maintain school LIS/EBEIS account (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, e HRIS and others alike.

c. On Partnership and Stakeholder Management
   ✔ Forge 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 regard to the integration of ICT in teaching and learning.
   ✔ Coordinate with District ICT and Division IT Officer on the monitoring and evaluation of ICT Programs and Projects to ensure effective feedback and collaboration.
Specific Function

a. Manage and maintain the information and Communication technology (ICT) System 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 system.
c. Formulate plans for the School/District to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, program 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                                PSDS

Recommending Approval:

FLORDERICK S. VELARDE
Division IT Officer

Approved:

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ROY ANGELO E. GAZO
Schools Division Superintendent