



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

**Division Memorandum**

No. 324, s 2019

To : Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Division Education Program Supervisors  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
All Others Concerned

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent /s/  
*6/4/19*

**Subject: DESIGNATION OF ELEMENTARY/SECONDARY DISTRICT AND SCHOOL ICT COORDINATORS**

Date: January 3, 2019

1. As we are expecting more IT packages to be delivered to elementary and secondary schools of the Division of Negros Oriental, the ICT Unit is seeking for committed and responsible District and Schools ICT Coordinators who can directly facilitate the effective implementation of the **DepEd Computerization Program (DCP)** and **DepEd Internet Connectivity Project (DICP)**.
2. In relation to this, all Public Schools District Supervisors (PSDS) and School Heads are hereby directed to designate highly qualified Elementary and Secondary DISTRICT and SCHOOL ICT Coordinators.
3. The District ICT Coordinator must possess the following qualifications:
  - a. **ICT Literate** – able to complete tasks using common computer applications (**WORD, EXCEL, POWERPOINT, PUBLISHER, PHOTOSHOP**) and troubleshoot basic computer problems encountered.
  - b. **Can surf the internet as to downloading and uploading contents.**

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- c. *Always have access to social media (facebook and workplace) for open communication.*
  - d. *Must NOT be the School ICT Coordinator at the same time.*
  - e. *Committed and responsible in sharing newly learned ICT skills thru Echo Seminars/ Workshops.*
  - f. *Dedicated to render extended services and time.*
4. The School ICT Coordinator must possess the following qualifications:
- a. ***ICT Literate** – able to complete tasks using common computer applications (WORD, EXCEL, POWERPOINT, PUBLISHER, PHOTOSHOP) and troubleshoot basic computer problems encountered.*
  - b. *Can surf the internet as to downloading and uploading contents.*
  - c. *Must NOT be the District ICT Coordinator at the same time.*
  - d. *Must be a teacher coming from the **main high school or central elementary school preferably grade 4 to 6 teacher.***
  - e. *Prompt in accomplishing mandated tasks/ reports.*
  - f. *Dedicated to render extended services and time.*
5. The Duties and Responsibilities of the District and School ICT Coordinators is enclosed herewith.
6. The names of designated **DISTRICT** and **SCHOOL ICT Coordinators** shall be submitted to the Division ITO at the SDO ICT Unit Office on or before June 14, 2019. Follow the attached template.
7. Immediate dissemination and compliance to this memorandum is desired.



## **DUTIES AND RESPONSIBILITIES OF DEPED DISTRICT ICT COORDINATOR**

1. Monitor the utilization of E-classroom/ ICT Laboratory including other ICT devices (desktops, laptops, projectors, multimedia speakers, etc.) and provide immediate ICT Technical Support (basic software and hardware troubleshooting services).
2. Forward the reported problems /concerns/ issues on ICT/ DCP packages of schools to the Division Information Technology Officer (ITO).
3. Facilitate the early submission of different offline and online forms/reports required by the Information and Communications Technology Service (ICTS) thru the Division Information Technology Unit (ICTU) such as:
  - a. DCP/ DICT Quarterly Inventory/ Report
  - b. NODiS Update/ Report
  - c. School Personnel Directory Update/ Report
  - d. DepEd Account Update/ Report\
  - e. Installation and Creation of Workplace Account Report
  - f. Installation of DepEd Wallpaper Report
4. Provide technical assistance to school heads and teachers with regards to ICT related school governance operations and professional development thru the conduct of echo seminars and workshops.
5. Provide other ICT Technical Assistance assigned by the School Head and District Supervisor.



## **DUTIES AND RESPONSIBILITIES OF DEPED SCHOOL ICT COORDINATOR**

1. Maintain the effective use of E-Classroom/ ICT Laboratory focusing on the Curriculum Implementation and Classroom Integration.
2. Report problems /concerns/ issues on ICT/ DCP packages in school to the supplier and escalate to the Division Information Technology Officer (ITO) thru a written letter request if no actions were taken after 7 days.
3. In charge of the prompt submission of different offline and online forms/reports required by the Information and Communications Technology Service (ICTS) thru the Division Information Communications Technology Unit (ICTU) such as:
  - a. DCP/ DICT Quarterly Inventory/ Report
  - b. NODiS Update/ Report
  - c. School Personnel Directory Update/ Report
  - d. DepEd Account Update/ Report
  - e. Installation and Creation of Workplace Account Report
  - f. Installation of DepEd Wallpaper Report
4. Provide technical assistance to school head, class advisers, co-teachers, pupils/students with regards to different ICT teaching and learning process, school governance operations and professional development thru ICT LAC.
5. Provide other ICT Technical Assistance assigned by the School Head.

DISTRICT: \_\_\_\_\_  
 DISTRICT SUPERVISOR: \_\_\_\_\_  
 SECONDARY DISTRICT ICT COORDINATOR: \_\_\_\_\_  
 SCHOOL AND MOBILE NO: \_\_\_\_\_

SECONDARY SCHOOL ICT COORDINATOR				
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Submitted by: \_\_\_\_\_  
Sec. District Coordinator

Approved by: \_\_\_\_\_  
(PSDS)

**DISTRIC:** \_\_\_\_\_  
**DISTRICT SUPERVISOR:** \_\_\_\_\_  
**ELEMENTARY DISTRICT ICT COORDINATOR:** \_\_\_\_\_  
**SCHOOL AND MOBILE NO:** \_\_\_\_\_

NO	<b>ELEMENTARY SCHOOL ICT COORDINATOR</b>			
	<b>SCHOOL</b>	<b>NAME</b>	<b>MOBILE NO.</b>	<b>EMAIL ADD</b>
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Submitted by: \_\_\_\_\_  
 Elem. District Coordinator

Approved by: \_\_\_\_\_  
 (PSDS)