



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



July 7, 2019

DIVISION MEMORANDUM
NO. 312, s.2019

**DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) COORDINATORS**

**TO: OIC-Assistant Schools Division Superintendent
SGOD – Chief Education Supervisor
CID – Chief Education Supervisor
School Heads Public Elementary, Junior and Senior High School
All Others Concerned**

1. Attached is a Memorandum from the Office of the Undersecretary, Undersecretary Alain Del B. Pascua, on the Designation of District and School ICT Coordinators dated June 26, 2019, the content of which is self-explanatory.
2. Enclosed is the guidelines in designating School ICT Coordinators as well as their duties and functions for your reference.
3. Additional enclosures are **Annex A - DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) COORDINATOR FORM** and **Annex B- Frequently Asked Questions** in Designating School ICT Coordinator.
4. Softcopy of the ICT Coordinator Designation Form can be downloaded at <http://depedtagbilaran.org/downloads/>. School Heads are requested to furnish a copy of the designation form duly signed by the signatories and received by the Division Records Unit to the Division ICT Unit not later than **July 19, 2019**.
5. For information, guidance and compliance


NERI C. G. JASTRO, Ed.D., CESE
Assistance Schools Division Superintendent
OIC, Office of the Schools Division Superintendent 



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

26 June 2019

For: **Regional Directors
Schools Division Superintendents
Chiefs, ESSD and SGOD
Public Schools District Supervisors
Principals and Head Teachers
All Others Concerned**

Subject: **DESIGNATION OF DISTRICT AND SCHOOL
INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) COORDINATORS**

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1. With the conclusion of the Rapid Assessment of DepEd Computerization Program (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 release of DepEd Orders, Memoranda, and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinators' tasks 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 Department for an effective management and implementation of ICT-related programs and projects, **all school heads are directed to designate two (2) School ICT coordinators** to handle the following:
 - a Preventive maintenance of the school's ICT Equipment and be in-charge of other ICT-related programs and projects; and
 - b Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.).

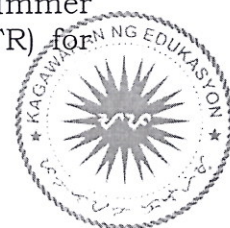
Office of the Undersecretary for Administration

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*
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If the Administrative Assistant/Registrar is available, the School Head has the discretion to assign him/her to handle the Data Management. All other duties and functions of Administrative Assistant pursuant to previous issuances of whether shall remain enforced.

4. In order to ensure the proper implementation on the designation of the School ICT Coordinators, the following guidelines are issued:
 - a. For Teachers designated as School ICT Coordinators but continue to have regular teaching loads (of at least 2 but not beyond 4 hours) shall render services on part-time basis and shall remain in the teachers' leave basis. Any work done within the school premises in excess of 8 hours during the regular school days shall be given additional compensation or overtime pay;
 - b. When funds are not available for the grant of additional compensation or overtime pay, vacation service credits may be granted for services rendered beyond the required working hours during regular school days, which is exclusive of the 15 days limitation under DepEd Order No. 53, s. 2003.
 - c. The specific provision of DepEd Memorandum No. 291, s 2008 and the addendum under DepEd Order No. 16, s. 2009 shall be enforced in this regard, and;
 - d. Teachers designated on part-time basis as School ICT Coordinator and who are required to render services during the summer vacation to conduct preventive maintenance of E-Classroom/ Computer Laboratory and ICT Equipment Inventory after the closing and before the opening of classes for each semester shall likewise be granted vacation service credits of not more than 15 days, also of the exclusive 15 days' limitation.
5. The following procedures/ requirements must be observed:
 - a. The designation of a teacher to perform as the School ICT Coordinator whether on part-time of full-time basis shall be recommended by the School Head to the Schools Division Superintendent (SDS) for approval;
 - b. Only duly designated School ICT Coordinator may be paid additional compensation or overtime pay or may be granted vacation service credits under these guidelines;
 - c. The School Head shall submit to the SDS the request to grant of vacation service credits, clearly indicating the total number of days served by the designated School ICT Coordinator during the summer vacation together with the duly signed daily time record (DTR) for



approval;

- d The discretion to determine the allowable number of vacation service credits that may be allowed is vested with the SDS;
 - e The accumulated vacation service credits of teachers shall be used to offset absences of teachers due to illness. Subject to availability of funds and approval of the SDS, monetization or payment of the money value of unused vacation service credits may be allowed, using the approved formula for the computation, conversion, and reversion under existing CSC rules and regulations.
 - f Furthermore, designated District/School ICT Coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as District/School secretariat.
6. The qualifications, duties, responsibilities, and privileges of District/School ICT Coordinator is enclosed.
7. All Schools Division Offices, thru the Division Information Technology Officer in coordination with the Public Schools District Supervisors/District Coordinating Principals, are directed to **establish a District ICT Council to be headed by two (2) School ICT Coordinators duly elected among School ICT Coordinators within the district or may be designated by the Division ITO.** The members of the District ICT Council shall be the officially designated School ICT Coordinators.
8. For those divisions with no districts, a **Division ICT Core Team may be established to be headed by the Division ITO.**
9. Immediate and wide dissemination of this memorandum is desired.

ALAIN DEL B. PASCUA
Undersecretary



**DESIGNATION OF SCHOOL INFORMATION AND
COMMUNICATIONS TECHNOLOGY (ICT) COORDINATOR**

Name: _____

Position: _____

Designation:

- District ICT Coordinator
- School ICT Coordinator (ICT-related programs and projects)
- School ICT Coordinator (Data Management and Information Systems support)

District: _____

School: _____

Address: _____

In the exigency of service, you are hereby designated as the Information and
Communications Technology (ICT) Coordinator of _____
_____ effective immediately.

You are also being unloaded of your usual teaching load to four (4) hours daily
to focus and concentrate on ICT Functions and Duties in your school/district with
specific provisions of DepEd Memorandum No. 291 s. 2008 and addendum under
DepEd Order No. 53 s. 2003. (References: RA 1880, CSC 9155, Magna Carta for the
Public-School Teachers, Civil Service Code).

QUALIFICATIONS:

- ❖ Minimum 3 years Teaching experience
- ❖ Oriented in Basic Computer Software and Applications
- ❖ Oriented in basic Software and Hardware Installations
- ❖ Extensive experience in Educational Technology
- ❖ Strong interpersonal, communication, analytical and problem-solving skills.

DUTIES AND FUNCTIONS:

A. On ICT and School Infrastructure Management

- Ensure utilization and maintenance of 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 ICT Unit.
- Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
- Assist in the preparation of School Improvement Plan or Annual Implementation Plan.

B. On ICT Programs and Projects

- Spearhead the implementation of ICT Literacy via school LAC session.
- Maintain the effective use of the E-classroom and monitor the utilization of the other ICT equipment such as laptops, projectors, and speakers, among others.
- Maintain school LIS/BEIS 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, eHRIS, and the like.

C. On Partnership and Stakeholders Management

- Forge ICT-related MOU/ MOA with private organizations, SUCs, LGUs, and/or Public/ Private Schools.

D. On ICT Technical Assistance

- Provide technical assistance among peers, learners, and school heads with regard to the positive use of ICT in teaching and learning, and governance.
- 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 FUNCTIONS

- a. Manage and maintain the 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, 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 the Division/ Region/National ICT-related programs.

Recommended by:

School Head

PSDS

Recommending approval:

JOSE C. MARIÑAS III
Division IT Officer

MARCELO K. PALISPIS, Ed.D.
Assistant Schools Division Superintendent

APPROVED:

NERI C. OJASTRO, Ed.D., CESE
Schools Division Superintendent

CONFORME:

Signature over Printed Name
(Designated District/School ICT Coordinator)

FAQ: Designation of District and School Information and Communication Technology (ICT) Coordinators

LANCE AQUINO MENDOZA SUNDAY, JUNE 30, 2019

CREDITS TO SIR MORTAL, SIR REGIE, MAM BEBANG AND TO THE REST OF THE ITO AsPH TEAM

1. How many School ICT do I need in my School?

Ans. It depends.

As per DepEd Order no. 36 s. 2019

The school shall be categorized as follows based from DM 36s.2019 categorization on national level:

1. Elementary, Central & Multi-grade Schools (including Kinder)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small School	9 & below	1
Medium School	10 – 29	2
Large School	30 – 50	2
Mega School	51 and above	2

2. Secondary NHS & ISS (Non- IUs) (including SHS)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small School	15 & below	1
Medium School	16 - 30	2
Large School	31 – 50	2
Mega School	51 and above	2

3. Secondary NHS (IUs) (excluding SHS)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small School	15 & below	1
Medium School	16 - 30	2
Large School	31 – 50	2
Mega School	51 and above	2

4. Secondary NHS (IUs) (with attached SHS)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small SHS School	15 & below	1
Medium SHS School	16 - 30	2
Large SHS School	31 – 50	2
Mega SHS School	51 and above	2

1. Senior High School Stand Alone & Annex

1 for SHS Stand Alone and it will depend on the recommendation of the Division ITO for the Annex.

2. When will this order be applied?

Ans. Immediately upon the release of the memorandum.

3. Who will choose my School ICT Coordinator(s)?

Ans. Initially it will be based on the qualifications attached to the memo.

A. If more than 1 or 2 qualifies, it will then be evaluated based on the following in order:

1. Teacher's willingness to become School ICT
 2. Teacher's specialization if the school badly needs it or is unique thus it will be in favor to the teaching load rather than being a School ICT
 3. The school head shall then endorse the possible candidates to the Division ITO for the validation of their skillset and matching of School ICT roles
- B. If no one will qualify based on the qualifications, then the school head shall endorse his/her list of teachers to the Division ITO for the validation of their skillset, matching of School ICT roles and possible on-site training of the teacher candidate.

4. Who will choose the District ICT Coordinators?

Ans. The District ICT Coordinators shall be within amongst the School ICT Coordinators only.

- A. There will be a yearly election amongst the School ICT Coordinators within their respective District in accordance to the qualifications of the position.
- B. If there won't be any elected District ICT Coordinator, the PSDS/DIC together with the Division ITO shall designate a District ICT Coordinator within the pool of School ICT with the skillset and roles validation.

5. What if my School ICT / District ICT will transfer to a different station?

Ans.

- A. If the School ICT will transfer to a different school, notify the Division ITO to have him/her replaced and have the process of selection followed. The recipient school then only makes the transferred ICT Coordinator as their own if the designation is still vacant upon the day of transfer.
- B. If the District ICT will transfer to a different school but within the same district, his/her designation as District ICT will still be in effect even if he/she won't be his/her new school's ICT unless of the following circumstances:
 - a. He/she waves his/her function
 - b. He/she will be replaced as in agreement together with PSDS/DIC & Division ITO.
- C. If the District ICT will transfer to a different District, then his/her designation will be deemed null and void in his/her new District.

6. What is the difference between having two (2) School ICT and one (1) School ICT?

Ans.

- A. If your school has only 1 ICT as per identified in the previous answer, the school ICT is then expected to perform as both the School ICT functions mention in this memorandum entries [#3a](#) and [#3b](#).
- B. If your school has 2 ICT as per identified in the previous answer, the two School ICT together with their School Head shall have a division of labor or agreement on how they will function all the necessary roles of a School ICT.

7. What if my designated School ICT Coordinator won't function as his/her roles mandates?

Ans.

- A. The School Head shall enforce his/her function as a school manager thus give out a written warning memorandum reminding the SICT his/her functions. This shall be done at most twice with at least 1month interval.
- B. For the third offense / school memo issuance, the School Head shall endorse the concern to the Division ITO and the Division ITO shall mediate between the School head and the concerned SICT (school ICT) together with the PSDS/DIC. If it won't be settled, then a new School ICT will be appointed by the Division ITO. If settled, then it will serve as final warning/notice for the said party to perform the duties and roles of School ICT.

8. What if my School ICT resigns or transfers, will he/she get the full 15-day service credits?

Ans.

The 15-day service credit will take in effect whenever a School ICT will render additional hours/days in excess to regular teaching days of 8 hrs., which in general terms considered as overtime. This should be supported by duly signed (by the School head) DTR as this is considered additional compensation (subject to availability of funds) or overtime which can be converted into service credits.

For example:

Scenario 1:

SICT 1 has 4 hrs. of teaching and 4 hrs. of work within the E-Classroom for maintenance daily. This does not have any service credits since the 8-hr work period has been complied.

Scenario 2:

SICT 1 has 4 hrs. of teaching and 4hrs of work within the E-Classroom and has extended his/her maintenance for another 3 hrs. on the same day. This excess 3 hrs. shall be credited with the approval of the School Head along with a signed DTR to claim the service credits benefits.

Scenario 3:

SICT 1 has 6 hrs. of teaching and 2 hrs. of ancillary (others) + another time to function as SICT, this automatically grants his/her 15 days service credits provided that his/her services rendered are recorded and authorized by the School Head with a duly signed DTR.

The count for the overtime is 1 hr. of overtime = 1 hr. of service credits. 1Day service credits = 8 hrs. of overtime (with DTR).

To avail of the said service credits, the School ICT shall need his/her official designation papers duly signed by signatories and are endorsed to the Division Office together with this memo to (Division ICTU, Division HR Office)

If the PSDS/DIC or Division ITO requires the District ICT to function beyond the 8 hrs. of school duty and or to report during Sat/Sun/certain holidays, the District ICT shall receive a compensation/service credits per item 4a – 4d.

If the school ICT will perform DCP maintenance after school days (Christmas and or Summer vacation) he/she will receive at most a total of 15days service credits in ratio of his/her rendered days to perform the function, this shall be with the authorization of the school head and will endorse to the PSDS/DIC and Division ITO which would validate/verify, which will then endorse to the SDS 15 days prior to the anticipated work.

9. How many hours should my School ICT do his/her function?

Ans.

It depends.

If the school is categorized as small school (see categorization above). The school ICT can perform his/her functions during the whole day of Friday as he/she will have subjects concentrated during Mon-Thu. This still shall be in accordance with the equality of teachers' subject load and ancillaries. The School ICT **SHALL NOT ALSO BE** by all times a feeding coordinator, school librarian, property custodian, in accordance with **DepEd Memorandum no. 291 s. 2008**. But if possible, the **item 4a** of this memorandum shall be followed by which the School ICT Coordinator shall be deloaded from 6hrs of teaching into 4 hrs. of teaching and the remaining 4 hrs. shall be executed as the School ICT roles and functions. The 4 hrs. of ICT roles and functions shall also include the roles of District ICT if the School ICT is also a District ICT at the same time.

If the school is categorized as not small, the School ICTs shall then follow the provision of the memorandum on all item 4. Thus SICT 1 will perform weekly regular maintenance and upkeep of all DCP computers and the SICT 2 will perform all other functions indicated in the memorandum, **OR** as they have agreed with their respective School Head. Otherwise, if there's a school concern, this may be brought up to the attention of the PSDS/DIC with the Division ITO by the School Head and agree upon what is the best interest for the school, the learners and the welfare of the concerned teacher.

10. What are the functions of the School ICT namely?

Ans.

It depends.

- A. If your school has only 1 School ICT, the School ICT is expected to perform mainly the following tasks:
1. Preventive maintenance of the school's ICT Equipment (mainly DCP) and be in-charge of other ICT-related programs and projects (to be identified by Division ITO)
 2. Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.) if there are no systems in-charge yet. This function shall only be a coordinator level and not as an encoder level for most of the times unless deemed necessary.
 3. Other functions are itemized in the School / District ICT Designation Papers
- B. If your school has 2 School ICT, namely SICT1 & SICT2, the following functions shall be separated:
1. SICT1 shall be fully in charge with Preventive maintenance of the school's ICT Equipment (mainly DCP) and be in-charge of other ICT-related programs and projects (to be identified by Division ITO)
 2. SICT2 shall be fully in charge with Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.) unloading the other teachers who are previously in-charged. (the School Head shall inform the Division ITO if the SICT2 needs training for specific systems)
 3. Other functions are itemized in the School / District ICT Designation Papers

11. What if a School Head will not follow this memorandum?

Ans.

A written explanation should then be given to the Division Office addressed to the Superintendent thru the Division ITO stating the valid reason. If the reason is deemed to be valid, the Division Office will then see what needs to be done for the said situation. Otherwise, not following the memorandum order shall be subjected to legal actions thru the Division Legal Officer.

12. Can the School/District ICT monetize their Service Credits?

Ans.

Yes, but depending on the availability of funds like usual monetization procedures.

13. Can the Service Credits offset absences?

Ans

Yes, but still under several conditions have been met.

14. Can the School ICT be a classroom Adviser?

Ans.

It depends.

If it's a small school with no other choice, yes, he/she. But since these ancillary demands time, please see answers above the FAQs so that the School ICT can perform his/her functions and roles as School ICT.

If the school is not in small category, **preferably** (if there is an option) the School ICTs should then be an implementing teacher for the flexibility of schedule and for the School ICT to fully function his/her roles and responsibilities.

15. Are the School ICT(s) in-charge now of all school paper works and clerical works?

Ans.

NO. The school ICT shall only function the roles and responsibilities stipulated in his/her designation and within this memorandum. Other than that, the School ICT has the right to refuse the clerical tasks delegated to him/her by his/her School Head and or PSDS/DIC. This is in accordance with the DepEd Order

16. How often does the School ICT do the DCP Preventive and Regular Maintenance?

Ans.

It should be done **AT LEAST** once a week, or frequently as needed. This should be logged and reflected in the DCP logbook as to what maintenance was done, how long did it take, errors that occurred if any, defects, and possible reports to the Division ITO. This will mainly justify the workload of the School ICT in his/her function for the infrastructure aspect.