

**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

Recommending approval:

JOSE C. MARIÑAS III
Division IT Officer

CASIANA P. CABERTE PhD, CESE
Assistant Schools Division Superintendent

APPROVED:

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

CONFORME:

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