



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**

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**

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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:

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School Head

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PSDS

Recommending approval:

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Division IT Officer

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Assistant Schools Division Superintendent

APPROVED:

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Schools Division Superintendent

CONFORME:

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