



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
DIVISION OF CAVITE  
Trece Martires City



**DIVISION MEMORANDUM**  
NO. 075 s. 2016

**DESIGNATION OF OFFICIAL SCHOOL ICT COORDINATORS**

TO :

- Assistant Schools Division Superintendent
- OIC - Assistant Schools Division Superintendent
- CID Chief
- Education Program Supervisors
- Public Schools District Supervisors
- Elementary and Secondary School Heads

1. An ICT Coordinator position plays a vital role in school operations and entail additional workload for teachers aside from the regular teaching assignments.
2. In cognizance with DepEd Memorandum No. 291, s. 2008 entitled "Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers", which states that " Public school teachers shall render at most six (6) hours of actual classroom teaching a day. **All advisorship and/or special assignments for the entire school year shall be considered as one teaching load.**"
3. The School ICT Coordinator shall perform the following duties and responsibilities:
  - a. Ensure the efficient utilization and maintenance of E-classroom and DCP Packages in the school;
  - b. Oversee all aspect of ICT in the school and take initiative diagnostics and recommendations to ensure the ICT resources are effectively utilized;
  - c. Facilitate the early submission of different forms and other DepEd ICT enabled systems (LIS, EBEIS, Eclassroom Record, DepEd Email Account);
  - d. Take charge in training teachers and staff in integrating ICT in education;
  - e. Work in coordination with the Division ITO and other School ICT Coordinators with regards to the implementation of division ICT and ICT related programs;
  - f. Prepare report, assessment and action plan for ICT and
  - g. Other ICT related works assigned by the school head.
4. To ensure the prompt compliance in all ICT enabled System reports, School ICT Coordinators shall render up to five (5) teaching hours and one hour (1) shall be utilized for their ICT functions and duties.
5. School Heads are advised to submit a copy of designation of their ICT Coordinator using the attached template on or before July 1, 2016.
6. For immediate dissemination to all concerned.

for *signature*  
**CHERRYLOU D. DE MESA**



Republic of the Philippines  
Department of Education  
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Trece Martires City



TO : Name  
Designation

SUBJECT : Designation as School ICT Coordinator

Date :

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In the exigency of the service, you are hereby designated as the **School ICT Coordinator** of \_\_\_\_\_ (School Name) effective immediately. Your duties are as follows:

1. Ensure the efficient utilization and maintenance of E-classroom and DCP Packages in the school;
2. Oversee all aspect of ICT in the school and take initiative diagnostics and recommendations to ensure the ICT resources are effectively and efficiently utilized;
3. Facilitate the early submission of different forms and other DepEd ICT enabled systems (LIS, EBEIS, Eclassroom Record, DepEd Email Account);
4. Take charge in training teachers and staff in integrating ICT in education;
5. Work in coordination with the Division ITO and other School ICT Coordinators with regards to the implementation of division ICT and ICT related programs;
6. Prepare report, assessment and action plan for ICT and
7. Other ICT related works assigned by the school head.

You are hereby expected to perform your duties and functions as School ICT Coordinator and will act as one as until such time that this designation is revoked.

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School Head