



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MISAMIS ORIENTAL



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April 04, 2018

Division Memorandum
No. 183, s. 2018

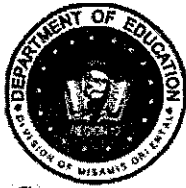
To : All Public Schools District Supervisors
All School Heads
This Division

From : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

Subject: DESIGNATION OF A DISTRICT AND SCHOOL COORDINATOR
FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY
(ICT)

1. Relative to the succeeding released DepED Orders, Memoranda and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinator's task was borne by a regular teacher who acts as a school/district ICT coordinator in addition to his/her regular teaching load.
2. Hence, with the goal of the Region for an effective management and implementation of ICT programs and projects, all school heads are directed to recommend one (1) ICT coordinator to be designated by this Office. For schools classified as large (1,000+ enrollment) and medium (500+ enrollment), two (2) ICT coordinators shall be designated to perform the same duties and work collaboratively to accomplish the task.
3. The designated district/school ICT coordinators shall take care of all the online/offline DepED ICT related programs and projects and shall perform four (4) hours of their teaching load instead of the regular six (6) hours a day. The two (2) hours shall be used in performing their functions and duties as District/School ICT coordinator.
4. The designation shall be agreed upon by the recommended teacher, PTA, and school head before submitting the recommendation to the Schools Division Superintendent for approval.
5. Furthermore, designated District/School ICT Coordinators shall perform duties and responsibilities related to DepED ICT programs and shall not be treated merely as a District/School secretariat.
6. The qualifications, duties, responsibilities and privileges of a District/School ICT Coordinator is enclosed.





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7. All Public-School District Supervisors and coordinating principals are advised to establish a District ICT Council to be headed by the District ICT Coordinator to perform the same duties in the district level. The members of the District ICT Council shall be the official designated School ICT Coordinators.

8. Immediate and wide dissemination of this Memorandum is desired.

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Uplifting People Through K-12 Education



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

Name: _____ Date: _____

Position: _____

Designation:

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

District: _____

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

You are also being unloaded of your usual teaching load to four (4) hours daily to 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. (Reference: RA 1880, CSC 9155, Magna carta for the Public-School Teachers, Civil Service Code).

Recommended by:

Signature Over Printed Name
(School Head)

Signature Over Printed Name
(Public-Schools District Supervisor)

Recommending Approval:

FREDDIEJUN T. DELIG
Information Technology Officer I

APPROVED:

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

CONFORME:

Signature over Printed Name
Designated ICT Coordinator

Note:

- Refer to DepEd Memorandum enclosed to Division Memorandum No.285 s.2019 for the qualifications, duties, responsibilities, and privileges of District/School ICT Coordinator.
- Download form at <http://bit.ly/misorictdesignationform>