





Republic of the Philippines  
Department of Education

DIVISION OF MISAMIS ORIENTAL

**MEMORANDUM**

No. 285, s. 2019

TO : All Public Schools District Supervisors / District In-charge  
All School Heads / School In-Charge  
*This Division*

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent 

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

DATE : July 05, 2019

Pursuant to Memorandum issued by the Office of the Undersecretary for Administration dated June 26, 2019 entitled: "Designation of District and School Information and Communications Technology (ICT) Coordinators", this office through the Information and Communications Technology Unit (ICTU) mandates all districts and schools to implement the terms and conditions indicated in the said Memorandum.

The Designation Form to be used is available at [bit.ly/misorictdesignationform](http://bit.ly/misorictdesignationform).

This Memorandum shall supersede Division Memorandum No. 183, s. 2018.

Wide dissemination of this Memorandum is hereby enjoined.

osds/ictu/ftd



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

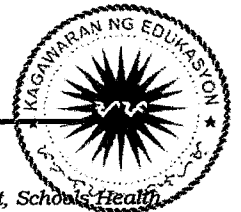
**MEMORANDUM**

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 or 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).



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. PASQUA**  
Undersecretary





Republic of the Philippines  
**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

**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>