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**Republic of the Philippines**

**Department of Education**

**Region IX, Zamboanga Peninsula**

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**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 **NAME OF SCHOOL**, **NAME OF DISTRICT** effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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).

**DUTIES AND FUNCTIONS:**

1. ***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.

1. ***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.

1. ***On Partnership and Stakeholders Management***

* Forge ICT-related MOU/ MOA with private organizations, SUCs, LGUs, and/or Public/ Private Schools.

1. ***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**

1. Manage and maintain the ICT system and infrastructure of the School/District to support operations.
2. Manage and implement ICT programs and projects in the School/ District to ensure data validity and effective utilization of the system.
3. 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.
4. 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 PSDS

Recommending approval:

**JULIUS O. BELAGANTOL**

Division IT Officer

Approved:

**ROY C. TUBALLA EMD, JD, CESO VI**

Schools Division Superintendent

CONFORME:

Signature over Printed Name

(Designated District/School ICT Coordinator)