



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO. DEL NORTE  
DIPOLOG CITY 7100

**RELEASED**

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
7100, Dipolog City  
<http://www.depedzn.info>

BY: \_\_\_\_\_

DATE: 9/7/15

DIVISION MEMORANDUM

NO. 222 s. 2015

TO : Public Schools District Supervisors  
Heads, Public Elementary and Secondary Schools  
This Division

FROM :  NATIVIDAD P. BAYUBAY, CESO VI  
OIC, Schools Division Superintendent

SUBJET : Designation of School ICT Coordinator

DATE : September 3, 2015

1. With the desire for effective management and coordination in the implementation of ICT programs and projects in this division and to ensure that these projects meet the development objectives, all school heads are hereby directed to recommend one (1) School ICT Coordinator to be designated by this office.
2. The qualifications, duties and responsibilities and privileges of an ICT Coordinator are enclosed herewith.
3. All Public Schools District Supervisors are likewise advised to create a District ICT Council headed by a District ICT Coordinator to perform the same duties in the district level. The council members must come from among those who will be designated as School ICT Coordinators.
4. For immediate dissemination and compliance.

## **Qualifications, Duties and Responsibilities and Privileges of a School ICT Coordinator**

### **1. Requirements – (for submission on or before September 11, 2015)**

- a) Letter of intent of the teaching personnel to be designated as School ICT Coordinator.
- b) Must answer the Questionnaire on the Survey of ICT Competencies of Teachers found at <http://tinyurl.com/znictsurvey> (*note: this requires Gmail Account*).
- c) Recommendation from the school head.

### **2. Qualifications**

- a) With adequate knowledge in MS Word, MS Excel, and MS PowerPoint.
- b) Knows how to surf in the internet and preferably with Facebook and Gmail account.
- c) Willing to be trained in computer troubleshooting and basic networking.
- d) Willing to extend time in the LIS, eBEIS, LRMS, RSMS and other DepED ICT-based systems.

### **3. Duties and Responsibilities**

- a) Download/print online memos and other online information.
- b) Mentor LIS/EBEIS online encoding.
- c) Maintain (reset) LIS/EBEIS accounts (username and password) of the school personnel.
- d) Provide technical assistance to the school LR Committee.
- e) Maintain inventory of all school ICT equipment.
- f) Assist in the crafting of ICT development plan as part of the School Improvement Plan.
- g) Provide technical assistance to school in the integration of ICT in teaching and learning.
- h) Coordinate with the District ICT and Division ICT on the monitoring and evaluation of ICT programs and projects to ensure effective feedback, work integration and collaboration through adherence to the reporting and coordination mechanisms that are established.

### **4. Benefits and Privileges**

- a) Equivalent of one (1) ancillary load
- b) Attend ICT enhancement trainings
- c) Grant of Vacation Service Credits