



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM NO. 026, s., 2018

DATE: 12 JUL 2018
BY: [Signature]
NAME / SIGNATURE

To : Public Schools District Supervisors
School Heads

From : Office of the Schools Division Superintendent

Subject : Re-designation of School ICT and District ICT Coordinators

Date : July 12, 2018

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 per school for approval by this office.

Likewise, all Public Schools District Supervisors are also directed to recommend 1 District ICT Coordinator from among those recommended school ICT coordinators in your respective district.

The qualifications, duties and responsibilities and privileges of an ICT Coordinator are enclosed herewith.

For immediate dissemination and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
[Signature] - Schools Division Superintendent

Ref: DepEd Memo 291 s. 2008
DepEd Order No. 16, s. 2009

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

Qualifications

- ✓ With adequate knowledge in MS Word, MS Excel, and MS PowerPoint.
- ✓ Knows how to surf in the internet and preferably with Facebook and DepED email account.
- ✓ Willing to be trained in computer troubleshooting and basic networking.
- ✓ Willing to extend time in the LIS, eBEIS, LRMS, eHRIS, PTS and other DepED ICT-based systems.

Duties and Responsibilities

- ✓ Download/print online memos and other online information.
- ✓ Mentor and provide technical to the school in the implementation of LIS, EBEIS, EHRIS and other ICT-based systems.
- ✓ Maintain (reset) LIS/EBEIS accounts (username and password) of the school personnel a
- ✓ Provide technical assistance to the school LR Committee.
- ✓ Maintain inventory of all school ICT equipment.
- ✓ Assist in the crafting of ICT development plan as part of the School Improvement Plan.
- ✓ Provide technical assistance to school in the integration of ICT in teaching and learning.
- ✓ 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.
- ✓ Observe and advocate professional ethics in information technology.

Benefits and Privileges

- ✓ Equivalent of one (1) ancillary load
- ✓ exempted of the responsibility of being a class adviser unless the school has a shortage of deployed teachers.
- ✓ Attend ICT enhancement trainings
- ✓ Grant of Vacation Service Credits

