



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

July 30, 2024

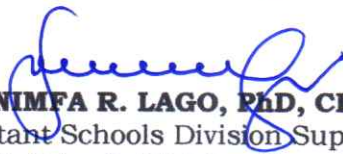
DIVISION MEMORANDUM

No. 211, s. 2024

**DESIGNATION OF INFORMATION COMMUNICATION
TECHNOLOGY (ICT) COORDINATOR**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division

1. For more effective management and implementation of ICT-related programs and projects, the School Division Office (SDO) of Ozamiz City, through the Division Information and Communication Technology (ICT) Unit, directs all elementary and secondary schools to submit a new Designation Order for the School ICT Coordinator from the school head, duly concurred by the teacher concerned.
2. In accordance with the provision of DepEd Order 5, s. 2024, titled "Rationalization of Teachers' Workload in Public and Payment of Teaching Overload under Teaching-Related Assignments," school heads shall consider the specialization of teachers who shall be assigned, along with their respective workloads.
3. Please see the attached Designation Order Form for reference.
4. For further inquiries and clarification, please contact Regie A. Catedral, Division IT Officer I, at 0905-807-.9457
5. This Office directs the immediate and wide dissemination of this Memorandum.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY
NAME OF SCHOOL

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

Name: _____

Position: _____

Designation:

- School ICT Coordinator (ICT-related system and infrastructure management)
 School ICT Coordinator (ICT-related programs and projects)
 School ICT Coordinator (Both)

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

Your usual teaching load will be reduced to allow you to focus on ICT functions and duties in your school, as specified in DepEd Order No. 5, s. 2024, under Section A.4 on teaching-related assignments.

QUALIFICATIONS:

- ❖ Minimum 2 years Teaching experience
- ❖ Oriented in Basic Computer Software and Applications
- ❖ Oriented in basic Software and Hardware Installations
- ❖ Extensive experience in Educational Technology
- ❖ Strong interpersonal, communication, analytical and problem-solving skills.

DUTIES and FUNCTIONS

A. On ICT System 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 at school to the supplier and SDO ICT Unit.
- ✓ Coordinate with the School Property Custodian on the inventory of all school ICT equipment.
- ✓ Assist in the preparation of the School Improvement Plan or Annual Implementation Plan.



Address: Purok, Barangay, Ozamiz City
Contact No: +63XXX-XXX-XXXX
Email Address: 123456@deped.gov.ph

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NAME OF SCHOOL

B. On ICT Programs and Projects

- ✓ Spearhead the implementation of ICT Literacy via school LAC session.
- ✓ Maintain school LIS/EBEIS 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 LRMS, e-Class Record, DepED Email Account, and the like.
- ✓ Coordinate with the Division IT Officer on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

Recommended by:

Conforme:

Name of School Head
Position

Name of Teacher
School ICT Coordinator

Recommending Approval:

REGIE A. CATEDRAL
Division Information Technology Officer I

APPROVED:

NIMFA R. LAGO, PhD, CESO VI
OIC, Schools Division Superintendent



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