



Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

February 25, 2025

DIVISION MEMORANDUM  
NO. 157, S. 2025

**DESIGNATION OF DISTRICT AND SCHOOL INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) COORDINATORS**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID & SGOD  
Public Schools District Supervisors  
Public Schools Head, Elementary & Secondary  
All Others Concerned

1. Relative to the DepEd Memorandum on “DESIGNATION OF DISTRICT AND SCHOOL INFORMATION AND COMMUNICATION ICT COORDINATORS” and newly assigned Schools Division Superintendent, all district supervisors and school heads are directed to submit the recommendation forms of two (2) designated District and School ICT Coordinators to Jonah V. Uypico, Information Technology Officer.

2. Each district and school shall appoint two (2) ICT Coordinators to handle the following programs and activities:

For District:

- a. 1 District ICT Coordinator for ICT-related Programs
- b. 1 District ICT Coordinator for Data Management and Information System Support

For School:

- a. 1 School ICT Coordinator for ICT-related Programs
- b. 1 School ICT Coordinator for Data Management and Information System Support

3. Integrated schools may appoint two (2) School ICT Coordinators in elementary school, two (2) for Junior High School and two (2) for Senior High School, depending on the enrollment size to manage by school ICT Coordinators. Further, small schools are also directed to appoint two (2) School ICT Coordinators.

4. Attached is an official appointment template to follow on designating your school ICT coordinators.

5. Immediate dissemination and compliance of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
Officer In-charge  
Office of the Schools Division Superintendent



Enclosure : 1  
Reference : OUA MEMO 00-0820-0130 Memorandum dated August 17, 2020  
Allotment : N/A  
No. of Pages : 1  
To be indicated in the **Perpetual Index** under the following subjects:

DESIGNATION      SCHOOL ICT COORDINATORS



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occidental 6122  
Email Address: [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)  
Website: <https://depedsagay.com>



**Republic of the Philippines**  
**Department of Education**  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

---

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

**Name:** \_\_\_\_\_

**Plantilla Position:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**DepEd Email:** \_\_\_\_\_ **District:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**Designation:**

- ☐ **District ICT Coordinator-ICT related Programs**
  - ☐ **District ICT Coordinator-Data Management and Information System Support**
  - ☐ **School ICT Coordinator for ICT-related Programs**
  - ☐ **School ICT Coordinator- Data Management and Information System Support**
- 

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

*You are also being unloaded of your usual teaching load 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).*

**QUALIFICATIONS:**

- ❖ Minimum 3 years teaching experience.
- ❖ Oriented in basic computer software and applications.
- ❖ Oriented in basic software and hardware installation.
- ❖ Extensive experience in educational technology.
- ❖ Strong interpersonal, communication, analytical and problem-solving skills.

**DUTIES AND FUNCTIONS:**

**A. On ICT and School Infrastructure Management**

- Ensure utilization and maintenance of e-classroom including ICT equipment such as laptop, desktop computers, projectors and speaker among others.
- Report problems and concerns about ICT packages on school to the supplier and SDO ICT Unit.
- Coordinator 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.

**B. 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, desktop computers, 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, Office 365 Accounts and the like.

**C. On Partnership and Stakeholders Management**

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

**D. 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:**

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

Conforme:

\_\_\_\_\_  
Signature over Printed Name  
(Designated District/School ICT Coordinator)

Recommended by:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public Schools District Supervisor

Recommending Approval:

**JONAH V. UYPICO**  
Information Technology Officer I

Approved:

**DANNIE CLARK M. UGUIL, CESE**  
Officer In-charge  
Schools Division Superintendent