



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

April 22, 2025

DIVISION MEMORANDUM  
NO. 275, S. 2025

**SUBMISSION OF FY 2024 SCHOOL ICT PLAN ACCOMPLISHMENT REPORT  
AND CRAFTING OF FY 2025 ICT PLAN OF SCHOOLS**

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

1. In line with the successful implementation of last year's School ICT Plan and in accordance with DepEd Order No. 022, s. 2022 titled "Adoption of the Basic Education Monitoring and Evaluation Framework", all schools are hereby directed to submit their FY 2024 School ICT Plan accomplishments. This submission is essential for assessing the progress and effectiveness of technological advancements within our schools. The data collected will serve as the basis for prioritizing initiatives under the DepEd Computerization Program and other ICT activities of SDO Sagay City.

2. Furthermore, to ensure that SDO Sagay City remains at the forefront of educational technology, schools are hereby directed to craft their FY 2025 School ICT Plan. This plan should focus on the following four (4) strategic pillars:

- a) Infrastructure Enhancement
- b) Curriculum Integration
- c) Research and Innovation
- d) Collaboration

3. To ensure uniformity of accomplishment report and school ICT plan, templates can be downloaded through the link below:

**<https://bit.ly/4cLWenW>**

4. Deadline for submission will be on May 8, 2025.

5. For immediate dissemination and compliance.

**DANNIE CLARK M. UGUIL**

Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent



Enclosure: 2  
Reference: Division Memorandum No. 070, s. 2024  
Allotment: N/A  
No. of Pages: 8  
To be indicated in the **Perpetual Index** under the following subjects:

SCHOOL ICT PLAN



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(SCHOOL NAME)

SCHOOL ICT PLAN ACCOMPLISHMENT REPORT  
FY 2024

I. INTRODUCTION

Provide a brief overview of the report, including the purpose and scope of the accomplishments being reported.

II. INFRASTRUCTURE ENHANCEMENT

Objective: Strengthen ICT infrastructure to enable access, connectivity, and technology integration.

A. Internet Connectivity

Provider/s	No. of Connections	Bandwidth	Location of Connectivity		Monthly Expenses	Source of Fund
			No. of the School Office with net over the total school offices	No. of Classrooms with Net over Total Classrooms		

B. Hardware Upgrades

Infrastructure	Number of upgrades over need/s	Source	Remarks
Smart TVs			
Laptops			
Desktops			
eLearning Cart			
Tablets			
Robotics Kit			
Solar PV System			

\*Write “NA” if not applicable





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IV. RESEARCH AND INNOVATION

Objective: Promote ICT-based research and innovations addressing community challenges.

Area	Indicator	Actual Accomplishment/s
Innovative Projects	<ul style="list-style-type: none"><li>Summary of recognized innovative projects in schools.</li></ul>	
Research and Innovation Hubs	<ul style="list-style-type: none"><li>If established, please indicate activities and initiatives undertaken.</li></ul>	

V. COLLABORATION

Objective: Build partnerships to support ICT advancements in education.

Area	Indicator	Actual Accomplishment/s
Stakeholder Engagement	<ul style="list-style-type: none"><li>List of partnerships established with stakeholders and tech organizations.</li><li>Summary of resource mobilization efforts.</li></ul>	
Inter-School Collaboration	<ul style="list-style-type: none"><li>Summary of inter-school collaborative activities.</li><li>Best practices and innovations exchanged.</li></ul>	
Training, Workshops, and Seminars	<ul style="list-style-type: none"><li>Details of ICT training, workshops, and seminars attended or organized by teachers and/or learners.</li></ul>	

V. MONITORING & EVALUATION

Objective: Monitor and evaluate the implementation progress of the school ICT plan.

Summary of monitoring and evaluation activities conducted	
Key performance indicators (KPIs) achieved	

VI. CHALLENGES, ACTION TAKEN, RECOMMENDATIONS, TECHNICAL ASSISTANCE NEEDED

Please outline any challenges faced during the implementation and the solutions applied.



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Summary of maintenance activities conducted.	
Summary of ICT Unit technical assistance provided to your school.	

III. CURRICULUM INTEGRATION

Objective: Infuse ICT into teaching and learning to foster 21<sup>st</sup>-century skills.

Area	Indicator	Actual Accomplishment/s
Teachers Training	<ul style="list-style-type: none"><li>The number of teachers trained on ICT integration over the number of teachers who are not trained on ICT integration. (e.g. 3/8, 0/0)</li></ul>	
Collaborative Programs	<ul style="list-style-type: none"><li>Enumerate collaborative programs, projects, and activities supported. (e.g. Coding training for teachers and students with ABC school as partner school)</li><li>Development and implementation of digital learning resources. (e.g. Interactive Reading Modules for Elementary Students using M365 Accelerators, Interactive Science Modules for Grade 7, etc)</li></ul>	
Student Participation	<ul style="list-style-type: none"><li>Summary of students' participation in ICT-based events, tournaments, and contests.</li></ul>	





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Strategic Pillar	Challenges	Action Taken, Recommendations, TA Need/s
Infrastructure Enhancement		
Curriculum Integration		
Research and Innovation		
Collaboration		

VII. CONCLUSION

Summarize the overall accomplishments of the implementation of the FY 2024 school ICT plan. Highlight key successes and the impact on the educational system. Provide recommendations for future improvements.

Prepared by:

Signature Over Printed Name  
SCHOOL HEAD

Noted:

Signature Over Printed Name  
PSDS





Republic of the Philippines  
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SCHOOLS DIVISION OF SAGAY CITY

DEPARTMENT OF EDUCATION-DIVISION OF SAGAY CITY  
1-YEAR ICT PLAN  
FY 2025

**SAMPLE INTRODUCTION**

To align with the Department of Education's 5-Point Agenda and to realize the vision of an ICT-infused education system, the Division of Sagay City has crafted a comprehensive 1-year ICT plan. This plan aims to transform Sagaynon students into dynamic lifelong learners by integrating technology into education and fostering innovation that addresses community challenges. The plan focuses on four strategic pillars: Infrastructure Enhancement, Curriculum Integration, Research and Innovation, and Collaboration.

The first pillar, **Infrastructure Enhancement**, prioritizes equipping schools with reliable internet connections, deploying hardware, and monitoring of infrastructure maintenance. By enhancing technological infrastructure, the division ensures that every Sagaynon learner and educator gains access to the tools necessary for effective ICT integration. Key activities include the installation of Wi-Fi, distribution of computers, and monitoring of schools' preventive maintenance efforts.

The second pillar, **Curriculum Integration**, seeks to transform teaching and learning by embedding ICT into the curriculum. Teachers will be empowered with training and resources to develop lesson plans and activities that leverage technology. This initiative will enable students to acquire 21st-century skills, preparing them to excel in a rapidly evolving digital landscape.

Through the third pillar, **Research and Innovation**, the division will encourage the use of ICT in addressing real-world community challenges. Innovative projects and action research will be supported, showcasing the transformative power of technology in solving problems. Recognizing these efforts through giving awards will serve as a source of inspiration and continuous improvement within the educational system.

Finally, the fourth pillar, **Collaboration**, underscores the importance of partnerships and teamwork in achieving ICT advancement. By building alliances with stakeholders, NGOs, state universities and trade schools, and technology companies, the division will foster resource mobilization, knowledge sharing, and collective problem-solving. Inter-school collaborations will also be encouraged to exchange best practices and innovations.

This 1-Year ICT Plan is more than a roadmap – it is a commitment to transforming education in Sagay City through innovation, equity, and digital empowerment. By investing in infrastructure, upskilling teachers, encouraging innovation, and forging partnerships, the DepEd-Division of Sagay City moves closer to realizing a future where every learner is prepared for the demands of a digital world and equipped to become a catalyst for community transformation.





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**VISION**

To establish an ICT-infused education system that transforms Sagaynon students into dynamic lifelong learners, fostering innovation to solve community challenges.

**Strategic Focus Areas (Pillars):**

1. Infrastructure Enhancement
2. Curriculum Integration
3. Research and Innovation
4. Collaboration

**Strategic Pillar 1: Infrastructure Enhancement**

Goal: Strengthen ICT infrastructure to enable access, connectivity, and technology integration.

Objectives:

- Provide reliable internet connections to schools.
- Upgrade and deploy essential hardware through DCP Program Support Fund, Special Education Fund, and others.
- Offer sustained technical assistance and maintenance.

Activity	Timeline	Responsible Unit	Expected Output	Resource Needed

**Strategic Pillar 2: Curriculum Integration**

Goal: Infuse ICT into teaching and learning to foster 21st-century skills.

Objectives:

- Provide ICT-integration training for teachers.
- Support the development of digital learning resources aligned with the K-12 curriculum.

Activity	Timeline	Responsible Unit	Expected Output	Resources Needed





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Strategic Pillar 3: Research and Innovation

Goal: Promote the development of ICT-based research and innovation solutions that address community issues and improve learning outcomes.

Objectives:

- Recognize and reward school-based ICT innovations.
- Support the creation of research and innovation hubs.

Activity	Timeline	Responsible Unit	Expected Output	Resources Needed

Strategic Pillar 4: Collaboration

Goal: Build meaningful partnerships and collaborative networks that accelerate ICT transformation across the division.

Objectives:

- Engage stakeholders for technical and financial resource mobilization.
- Establish linkages with trade schools, tech companies, and organizations.
- Foster inter-school collaborations for sharing best practices.

Activity	Timeline	Responsible Unit	Expected Output	Resources Needed

Prepared and submitted by:

SCHOOL ICT COORDINATOR

SCHOOL HEAD

Recommending Approval:

PSDS

Approved by:

DANNIE CLARK M. UGUIL, CESE  
Assistant Schools Division Superintendent  
Office of the Schools Division Superintendent