



Republic of the Philippines  
Department of Education  
Negros Island Region  
SCHOOLS DIVISION OF SAGAY CITY

January 16, 2026

DIVISION MEMORANDUM  
NO. 041, S. 2026

**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" all Public School District Supervisors and School Heads are hereby directed to submit the designation form of two (2) designated District and School ICT Coordinators for the renewal of their designation for Fiscal Year 2026. The accomplished and approved designation form shall be submitted to Jonah V. Uypico, Information Technology Officer, on or before February 6, 2026.

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 designation form template to follow on designating your school ICT coordinators.

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

  
**DANNIE CLARK M. UGUIL**

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  
**Website:** <https://depedsagay.com>



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**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, smart TV, printers and speakers among others.
- Report problems and concerns about ICT packages 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 Preventive Maintenance Plan, 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 ICT equipment laptop, desktop computers, projectors, smart TV, printers and speakers among others.
- Manage and maintain school LIS/BEIS account (username and password) and supervise co-teachers on LIS/EBEIS online encoding.
- Manage and maintain school and learner accounts for all DepEd information systems.





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- Provide technical assistance and/or facilitate the early accomplishment of different ICT-related DepEd Programs like LRMDs, Microsoft 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:**

- a. Manage and maintain the ICT system and infrastructure of the School/District to support operations.
- b. Manage and implement ICT programs and projects in the School/District to ensure data validity and effective utilization of the system.
- c. 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.
- d. 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  
Officer In-charge  
Schools Division Superintendent

