



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

24 June 2025

**DIVISION MEMORANDUM**

No. 168, s, 2025

**SUBMISSION OF SCHOOL ICT COORDINATOR  
DESIGNATIONS FOR SY 2025-2026**

TO: Asst. Schools Division Superintendent  
Elementary and Secondary School Heads  
All Others Concerned

1. In support of the Department of Education's goal to enhance the management and implementation of ICT-related programs and projects, the Schools Division of Batanes, through the Division IT Officer, requests all school heads to assign School Information and Communication Technology (ICT) Coordinator(s). The designated coordinators will be responsible for the following:
  - a) Performing preventive maintenance of school ICT equipment and managing ICT-related programs and initiatives;
  - b) Overseeing data management and ensuring proper use of information systems such as LIS, EBEIS, and others;
  - c) Carrying out additional ICT and data management tasks as necessary.
2. School Heads are hereby advised to designate at least one (1) School ICT Coordinator, in compliance with *DepEd Order No. 5, s. 2004, Section A.4 on Teaching-related Assignments*. The accomplished designation form must be submitted to the Office of the Schools Division Superintendent, through the ICT Unit, **on or before July 7, 2025**, using the official template provided at the following link: <https://tinyurl.com/ICT2025Designation>.
3. In addition, designated School ICT Coordinators are requested to submit their ICT Plan for SY 2025–2026 **on or before July 18, 2025**, following the template provided at this link: <https://tinyurl.com/ICTPLANSY2526>.
4. For queries, Technical Assistance and additional information, please contact the ICT Unit at [ictubatanes@deped.gov.ph](mailto:ictubatanes@deped.gov.ph).

5. For information, guidance, and compliance.

  
**ALFREDO B. GUMARU JR. EdD, CESO V**

 Schools Division Superintendent

Encl: Designation of District and School ICT Coordinators Template

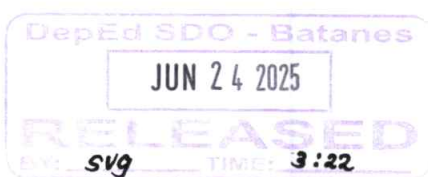
Reference:

To be indicated in the Perpetual Index

Under the following subjects

**INFORMATION TECHNOLOGY**

ICTU/abg/jeft



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**INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT (ICTU)**

**DESIGNATION OF DISTRICT and or SCHOOL INFORMATION AND  
COMMUNICATION TECHNOLOGY (ICT) COORDINATOR**

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**School:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_

**Designation:**

- ☐ District ICT Coordinator  
☐ School ICT Coordinator (ICT-related programs and projects)  
☐ School ICT Coordinator (Data Management and Information Systems support)

**District:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

In the exigency of the service, you are hereby designated as the Information and Communications Technology (ICT) Coordinator of **[SCHOOL ID- SCHOOL NAME and DISTRICT]** effective immediately.

**QUALIFICATIONS:**

- Preferably with 3 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 School Infrastructure Management.**

- Ensure maintenance and Utilization of School e-Classroom including ICT equipment such as laptop, projectors and speakers among others.
- Report problems and concerns about ICT packages on school to the supplier and SDO Unit.
- Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
- Assist in preparation of School Improvement Plan or Annual Implementation Plan.

**B. On ICT Programs and Projects**

- Spearhead in the implementation of ICT Literacy via school LAC session
- Maintain the effective use of the e-classroom and monitor the utilization of other ICT equipment such as laptop, projector and speakers among others



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- 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 LRMDs, e-Class Record, DepED Email Account, e HRIS and others alike.

### **C. On Partnership and Stakeholder Management**

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

### **D. On ICT technical Assistance**

- Provide technical assistance to peers, learners and school heads with regard to the integration of ICT in teaching and learning.
- 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 FUNCTION**

- 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, program and projects.
- Participate and communicate with the Division and other ICT District and School ICT Coordinators with regard to the implementation/accomplishment of Division/Region/National ICT related programs.

### **Recommended by:**

School Head  
Date: \_\_\_\_\_

### **Recommending Approval:**

**JONAS CARLO F. TRILLANA**  
Information Technology Officer I  
Date: \_\_\_\_\_

**DANTE J. MARCELO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Date: \_\_\_\_\_

Approved:

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent  
Date: \_\_\_\_\_

CONFORME:

\_\_\_\_\_  
Designated District/School ICT Coordinator

### **Reference:**

**OUA Memorandum 26-June-2019 "Designation of District and Schools ICT Coordinators"**



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