MEMORANDUM

TO: Public Schools District Supervisors
   Elementary & Secondary School Heads
   School ICT Coordinators

FROM: NYMPHA D. GUEMO
   Asst. Schools Division Superintendent
   Officer-In-Charge

SUBJECT: OFFICIAL DESIGNATION OF SCHOOL ICT COORDINATOR

DATE: July 13, 2015

To facilitate the early submission of the different online forms and other ICT related
reports and to provide technical assistance to school heads & teachers with regards to ICT
related jobs/works, you are hereby advised to designate School ICT Coordinator stating his/her
roles & functions to be performed and approved by this Office. As per advised from the Central
Office, different DepEd forms such as E-Class Record, LIS, EBEIS, & other forms are free for use
by all teachers & staff, thus copying, modifying & the likes are strictly prohibited.

Likewise, you are also required to submit Utilization of E-classroom together with the
designation of School ICT Coordinator in your respective schools at the SDO, IT Section c/o Ms.
Jennifer B. Metica (ITO-I) on July 20, 2015.

For your information, guidance and compliance.