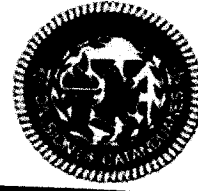





Republic of the Philippines  
Department of Education  
Region V(Bicol)  
**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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**MEMORANDUM**


**TO:** Public Schools District Supervisors  
Elementary & Secondary School Heads

**FROM:**   
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

**SUBJECT:** OFFICIAL DESIGNATION OF SCHOOL ICT COORDINATOR

**DATE:** May 25, 2016

**RELEASED**  
DepEd-Division of Catanduanes  
RECORDS SECTION

Date: MAY 25 2016  
Time: 8:14 am  
By: 

To maintain the effectiveness and proper utilization of DepEd Computerization Program(DCP) provided to elementary and secondary schools this School Year 2016-2017, you are hereby advised to designate School ICT Coordinator stating his/her roles & functions to be performed and approved by this Office. These are some of the suggested roles & functions of School ICT Coordinators:

1. Maintain the effective use of e-classroom;
2. Monitor the utilization of e-classroom including other ICT devices (laptops, projectors, etc.);
3. Report problems/concerns about ICT packages in schools to the supplier and SDO-IT Section;
4. Facilitate the early submission of the different online forms and other ICT related jobs/works (LIS, EBEIS, e-class record, DepEd email account registration, etc.);
5. Provide technical assistance to school head, class advisers, co-teachers, pupils/students with regards to different ICT related jobs/works; and
6. Other ICT related works assigned by the school head.

Further, you are also being reminded that as per advised from the Central Office, different DepEd forms and instructional materials such as E-Class Record, LIS, EBEIS, Learning Materials & other forms are free for use by all teachers & staff, thus copying, modifying & the likes are strictly prohibited.

Submission of said designation is due on **June 10, 2016** at the SDO, IT Section c/o Ms. Jennifer B. Metica (Information Technology Officer-I).

For your information, guidance and compliance.