MEMORANDUM

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

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

SUBJECT: PROFILE OF DESIGNATED SCHOOL ICT COORDINATORS

DATE: October 19, 2016

In connection with the conduct of ICT Literacy Trainer’s Training-Workshop for School ICT Coordinators (Nov. 21-23, 2016-Batch 1; December 1-3, 2016-Batch 2; December 5-7, 2016-Batch 3), participants are advised to accomplish the attached School ICT Profile as one of the basis in his/her designation as School ICT Coordinator. Submit the said form on October 28, 2016 at SDO-IT section c/o Jennifer B. Metica-ITO-I or via email (jennifer.metica@deped.gov.ph).

Please bring also the following during the training:
1. Designation as School ICT Coordinator signed by the SDS;
2. Laptops with Windows 10(OS) and MSOffice Applications versions 2013 and above installed; and
3. Pocket Wifi(Globe/Smart/Sun)

For queries, just visit at the Schools Division Office-IT Section c/oMs. Jennifer B. Metica - Information Technology Officer I.

For information, guidance and compliance.
School ICT Coordinator Profile

Name: ______________________
School: ______________________
School ID: _____________________
District: ______________________
DepEd E-mail Account: __________
Updated Contact No.: __________
Contact No. of School Head: ________________

Position: ______________________
Subjects Taught: ______________________
Years in Teaching: ______________________
Course Graduated: ______________________
Major: ______________________
Minor: ______________________

Trainings Attended for the Last Five Years Related to ICT

<table>
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<tr>
<th>Title of Training/Seminar/Workshop Attended</th>
<th>Inclusive Dates</th>
<th>No. of Hours Conducted/Sponsored by</th>
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National Certificates (NC)

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<th>Title of Certification/Qualification</th>
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Submitted by: ______________________
School Head/Principal