



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



August 11, 2014

DIVISION MEMORANDUM

No. 58, s. 2014

SCHOOL ICT COORDINATOR PROFILE

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

1. To facilitate in giving assistance to the school in relation to the ongoing computerization program of the department, this office requires elementary and secondary schools to **submit the list of school ICT coordinators** who can assist in the preparation of the important requirements for the ongoing deployment of the DICP/DCP E-Classroom packages.
2. Information to be gathered will be one of the bases in updating the skills of ICT teachers and the School IT coordinators in maintaining the ICT assets through basic training course in Computer Hardware Servicing that will be conducted this school year 2014-2015.
3. School Heads/Principals and School ICT coordinators are encouraged to fill up the attached format. This format can also be downloaded from www.depedrovcatanduanes.com/Updates/Division ICT/Forms.
4. Filled up format should be e-mailed at efren.gurrobat@deped.gov.ph on or before August 18, 2014.
5. Recipient schools of DCP Batch 16, 20 & 23b, 24, 25 and, 27 should comply with the requirements stated in the **School Readiness Checklist** which can be downloaded from our website. Please send it to the above mentioned email address upon completion as required by the ICTU of the DepEd Central Office.
6. For immediate dissemination, information and compliance.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent