



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

08 Feb 2023

DIVISION MEMORANDUM
OSDS No. **015**, s. 2023

SUBMISSION OF DISTRICT/SCHOOL ICT COORDINATOR DESIGNATION ORDER

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary Schoolheads
District/School ICT Coordinators
All Others Concerned

1. The Division Information and Communications Technology Unit will be collecting all designation order of the District and School ICT Coordinators to update the Division's List of School ICT Coordinators. This will enable the Division ICT unit to properly coordinate and provide technical assistance to the schools.
2. With this, all District and School ICT Coordinators are directed to fill out the online form which can be accessed thru **<https://bit.ly/DesignationSO>** and upload a scanned copy of their designation order on or before **February 16, 2023**.
3. Considering the importance of this activity, all Public School District Supervisor, Principals In-Charge and School Heads shall ensure the compliance of their District/School ICT Coordinators to this memorandum.
4. For any inquiry regarding the memorandum, personnel concerned are advised to contact Mr. Vincent P. Celda, IT Officer I or any ICT Unit staff through telephone no. 228-2396 from 8 am to 5 pm only or send email using the email add: **ictu.southcotabato@deped.gov.ph**.
5. Immediate dissemination of this memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

VPC/DM-district/school submission of designation order
0000/February 08, 2023

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