



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

29 Sept 2023

DIVISION MEMORANDUM
OSDS No. **125**, s. 2023

RE-ORGANIZATION OF DISTRICT AND CLUSTER INFORMATION AND
COMMUNICATIONS TECHNOLOGY (ICT) COORDINATORS

To: Public Schools District Supervisors/Principals In-Charge
Public Secondary Schools Cluster Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The **Information and Communications Technology Unit (ICTU)** of this division shall conduct a re-organization of District ICT coordinators and Secondary Schools Cluster ICT coordinators. This will strengthen and maintain the continuous flow of communications from the Division ICT Unit to the schools within its jurisdiction and to update the schools in the implementation of different programs and projects of the DepEd Central Office.
2. With this, all district supervisors, principals' in-charge, and secondary schools cluster heads are directed to recommend one **District ICT Coordinator** for elementary and one **Secondary Schools Cluster ICT Coordinator** for secondary schools in their respective areas of responsibility. A coordination meeting shall be held on **October 12, 2023**, at 9:00 in the morning and the venue shall be at the division conference hall. In attendance to this coordination meeting shall be the selected District/Cluster ICT coordinators.
3. This meeting shall discuss the following:
 - a. Updating of status of DepEd Computerization Programs in the schools;
 - b. Implementation of the different ICT programs and projects (DepEd Emails, Microsoft Accounts for Teachers and Learners, etc);
 - c. Strengthening of line of communications from the division down to the schools using the different platforms; and
 - d. Other ICT-related matters.
4. Further, all selected **District and Cluster ICT Coordinators shall be a school head** to ensure command and responsibility among the schools within their district/cluster and to avoid disruption of classes in their schools. This will ensure a hundred percent attendance whenever a meeting is called by the division ICT unit. All district supervisors/principals in-charge and secondary cluster heads are

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Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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directed to fill out the form of their **recommended** ICT coordinators using the link **<https://bit.ly/SDSCDistrictClusterICTCoor23-24>**

5. Transportation and other incidental expenses of the district/cluster ICT coordinators and other personnel concerned are chargeable against local funds or school MOOE subject to the usual accounting and auditing rules and procedures.

6. 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.

7. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

VPC/DM-reorganization of district/cluster ICT coordinators
0000/September 29, 2023

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