**DESIGNATION OF CLUSTER AND SCHOOL INFORMATION**

**AND COMMUNICATIONS TECHNOLOGY COORDINATORS**

**Name**: Teacher’s complete name with middle initial

**Position:** Choose your plantilla position

**Designation:** *(Please tick box/s)*

[ ] Cluster ICT Coordinator

[ ] School ICT Coordinator (ICT-related programs and projects)

[ ] School ICT Coordinator (Data Management and Information Systems support)

**District:**  **Choose your District** **Cluster: Choose your Cluster**

**School:**  Click or tap here to enter text.

**School ID No** : **Click or tap here to enter text.**

**Address:**  **Click or tap here to enter text.**

In the exigency of service, you are hereby designated as the Information and Communications Technology (ICT) Coordinator of Choose an item. effective immediately.

**QUALIFICATIONS:**

* Preferably with 3 years Teaching experience
* Oriented in Basic Computer Software and Applications
* Oriented in Basic Software and Hardware Installations
* Extensive experience in Educational Technology
* Strong interpersonal, communication, analytical and problem-solving skills.

**DUTIES AND FUNCTIONS:**

**On ICT and School Infrastructure Management**

* Ensure utilization and maintenance of E-classroom including ICT equipment such as laptop, projectors, and speakers among others.
* Report problems and concerns about ICT packages on school to the supplier and SDO ICT Unit.
* Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
* Assist in the preparation of School Improvement Plan or Annual Implementation Plan.

**On ICT Programs and Projects**

* Spearhead the implementation of ICT Literacy via school LAC session.
* Maintain the effective use of the E-classroom and monitor the utilization of the other ICT equipment such as laptops, projectors, and speakers, among others.
* Maintain school LIS/BEIS account (username and password) and mentor LIS/EBEIS online encoding.
* Provide assistance and/or facilitate in the early accomplishment of different ICT-related DepEd Programs like LRMDS, e-class Record, DepEd Email Account, eHRIS, and the like.

**On Partnership and Stakeholders Management**

* Forge ICT-related MOU/ MOA with private organizations, SUCs, LGUs, and/or Public/ Private Schools.
* On ICT Technical Assistance
* Provide technical assistance among peers, learners, and school heads with regard to the positive use of ICT in teaching and learning, and governance.
* Coordinate with Cluster ICT Coordinator and Division IT officer on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

**SPECIFIC FUNCTIONS**

* Manage and maintain the ICT system and infrastructure of the School/ Cluster to support operations.
* Manage and implement ICT programs and projects in the School/ Cluster to ensure data validity and effective utilization of the system.
* Formulate plans for the School/ Cluster to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, programs, and projects.
* Participate and communicate with the Division and other Cluster ICT and School ICT Coordinators with regard to the implementation/accomplishment of the Division/ Region/ National ICT-related programs.

Recommended by:

**Name of your School Head Name of your EPS/PSDS In-charge**

 School Head EPS/PSDS

 *Signature over School Printed Name* *Signature over School Printed Name*

Recommending approval:

**RICHARD DEO D. FONDEVILLA**

 Information Technology Officer I

**IMELDA M. FLORES**

 Administrative Officer V

APPROVED:

**MARITES P. PEREZ EdD, CESE**

 Principal III

 Officer-in-charge

 Office of the Schools Division Superintendent

CONFORME:

**Click or tap here to enter text.**

 *Signature over Printed Name*

(Designated Cluster/School ICT Coordinator)