January 25, 2022

DIVISION MEMORANDUM
NO. 035 , s2022

SCHEDULE OF SDO BULACAN CLUSTER SCHOOLS ICT ADVISERS AND COORDINATORS QUARTERLY COORDINATION MEETING FOR CY 2022

To: Division Chiefs
        Elementary and Secondary School Heads
        All Others Concerned

1.   Relative to the memorandum released by the Regional Office entitled "**SCHEDULE OF REGION 3 INFORMATION TECHNOLOGY OFFICERS' (ITO) QUARTERLY COORDINATION MEETING FOR CALENDAR YEAR 2022**", this Office requires all schools to update the directory of ICT Advisers and Coordinators to ensure that schools' ICT needs, issues and concerns are properly coordinated and attended to.

2.   This is to inform all SDO Bulacan Cluster Schools ICT Advisers and Coordinators of the schedules of the quarterly coordination meetings for calendar year 2022, as follows:

        Quarter 1 : February 10, 2022
        Quarter 2 : May 16, 2022
        Quarter 3 : August 12, 2022
        Quarter 4 : October 14, 2022

3.   Every quarter, each Cluster Schools ICT Coordinators shall report all ICT-related updates and concerns. Topics and meeting link shall be sent through a memorandum prior to the meeting.

4.   Reporting shall be guided by the following:

        Slide 1 – Situational Analysis (Annex A - ICT Programs and Projects)
        Slide 2 – Issues, Challenges, and Recommendations
        Slide 3 – Lessons Learned in the Implementation of the Program/Existing Policy/ies
        Slide 4 – Source/s (Issuances)

5.   Data Accuracy, validity and veracity of all reports is subject to verification of the Cluster Schools ICT Advisers duly noted by the Public Schools District Supervisor.

6.   Representatives are not allowed. For widest dissemination and strict compliance.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

References:
RM 027, s2022

ANNEX A : ICT PROGRAMS AND PROJECT SITUATIONAL ANALYSIS

Program and Projects	Reports	Remarks
Infrastructure Management	No. of DCP Received No. of Schools with Internet Connectivity No. of Schools with Production Studio	Yearly Submission
DCP Maintenance Plan	No. of DCP Maintenance Plan Submitted	Yearly Submission
DCP Repair and Maintenance	No. of DCP Maintenance Conducted No. of DCP for Repair Reported No. of DCP for Condemn Reported	Quarterly Submission
DCP Utilization	Please DCP Monitoring and Evaluation Tool: DCP Monitoring for School Head - D2 DCP Monitoring for Cluster Schools - B DCP Monitoring for Learners – D3 DCP Borrowing Form/Agreement	Yearly Submission
DCP Needs Assesment	DCP Monitoring and Evaluation Tool A DCP Monitoring and Evaluation Tool C DCP Monitoring for Teachers Tool D1	Yearly Submission
ICT Training Needs Assessment	No. of Personnel without certifications: Microsoft Google Adobe Other EdTech Tools	Yearly Submission
Digital Assets Management	No. of Personnel With DepEd Issued Accounts: Microsoft Google Adobe PNPKI	Quarterly Submission
	No. of Schools With DepEd Issued Accounts: Microsoft Google Adobe	Quarterly Submission
	No. of Learners with DepEd Issued Accounts: Microsoft Google	Quarterly Submission
ICT Action Plan	No. of Action Plan Submitted	Yearly Submission
ICT Integration for Governance, Teaching and Learning	No. of Schools with Functional Google Sites No. of Schools with ICT Innovation No. of Schools with Open Educational Resources Library	Quarterly Submission
Other Reports as may be needed by the Central Office, Regional and Division Office		