



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 19, 2023

DIVISION MEMORANDUM

No. **421**, s. 2023

**SUBMISSION OF DESIGNATED SCHOOL ICT COORDINATORS IN COMPLIANCE
WITH REGIONAL MEMORANDUM NO. 427, S2023**

To: Assistant Schools Division Superintendents
Functional Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Bulacan reiterates its commitment to the DepEd MATATAG Agenda, specifically, giving support to teachers to teach better by removing from them the non-teaching tasks, and compliance with Regional Memorandum No. 427, s2023, titled "INTERIM MEASURES TO INCREASE CLASSROOM TEACHERS' TIME-ON-TASKS ENGAGEMENT".
2. Cognizant with RM 427, s2023, the **School Heads shall refrain from giving non-teaching tasks to teachers**. School heads shall be directly responsible for performing and accomplishing ICT tasks. Headteachers and non-teaching staff shall assist the school head in the performance of the following ICT tasks:
 - 2.1 Submission of School ICT Plan
 - 2.2 Request for DepEd Accounts (Creation, Resetting, Deactivation)
 - 2.3 Request for Uploading Publications/School Website Linkage
 - 2.4 Request for Technical Assistance (DCP)
 - 2.5 Accomplishment of DCP Monitoring and Evaluation Tool
 - 2.6 School DCP Readiness Checklist
 - 2.7 DCP Repair and Preventive Maintenance Activity Completion Report
 - 2.8 DepEd Issued Accounts Utilization Report
 - 2.9 Inventory of all School ICT Equipment
 - 2.10 Report on the implementation of ICT Literacy programs in the School.
 - 2.11 ICT Integration for Governance, Teaching, and Learning Reports
 - 2.12 School Digitization Initiatives
 - 2.13 Network Infrastructure and Connectivity Report
 - 2.14 Report on ICT-related activities
 - 2.15 Other reports as may be needed by the Central Office, Regional Office and Division Office.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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3. In line with this, the School Heads shall **designate one (1) non-teaching personnel** (Head Teacher or non-teaching staff) to be the School ICT Coordinator, preferably with the following qualifications:
 - 3.1 Knowledgeable in Office Productivity Tools.
 - 3.2 Has the ability to adapt to new learnings and processes.
 - 3.3 Possesses the necessary character and potential in the field of information technology and data processing.
4. The deadline for submission of the designated School ICT Coordinator is on or before **October 6, 2023**, through this link: <https://bit.ly/ICTDesignation2023>.
5. Considering the importance of this activity, all Public School District Supervisors and EDDIS Chairs shall ensure compliance of their respective District/EDDIS to this memorandum. This will enable the Division ICT Unit to properly coordinate programs and projects, provide technical assistance to schools, and timely submission of reports to the Central, Regional Office and Division Office.
6. School Heads must ensure the proper turnover of ICT documents and accountabilities to provide a smooth transition of duties and responsibilities.
7. Orientation of the newly designated School ICT Coordinators shall be scheduled and issued in a separate memorandum.
8. School heads are advised to familiarize themselves with the use of virtual platforms and other digital assets provided by DepEd. School Heads are also advised to use PNPKI and utilize all Digital Assets provided by DepEd for Digital Transactions.
9. For any inquiry regarding the memorandum, personnel concerned are advised to contact Mr. Richard C. Biglete, IT Officer I, or any ICT Unit staff via email address ictbulacan@deped.gov.ph.
10. Strict compliance and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

OSDS/ICT Unit
September 20, 2023

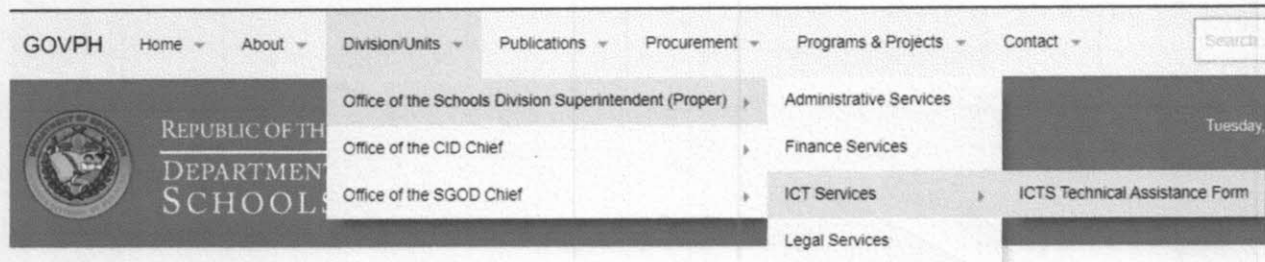


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Submission of Technical Assistance Request Form via Website



1. Go to bulacan.deped.gov.ph or bulacandeped.com.
2. From the navigation bar click Division/Units.
3. Hover to OSDS → ICT Services → ICTS Technical Assistance Form
4. click ICTS Technical Assistance Form
5. You will be redirected to the Google Form.
6. From the Google Form fill up necessary details and select Technical Assistance.

ICTS Technical Assistance Request Form CY 2023

The purpose of this monitoring tool is to ensure that quality and appropriate institutional support is provided towards continuous improvement of the implementation of DepEd Bulacan ICTS Unit Services.

The Department of Education recognize its responsibility under the Republic Act No. 10173 (Act), also known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, consolidate or destruct from their personnel. The personal data obtained from this form is entered and stored within the organization's authorized information and communications system and will only be accessed by an authorized personnel. The organizational team has instituted appropriate organizational, technical and physical security measures to ensure the protection of personal data.

Furthermore, the information collected and stored in the portal shall only be used for the purposes of this activity. DepEd shall not disclose any personal information without consent and shall retain this information over a period of ten years for the effective implementation and management of its activities.