



Republic of the Philippines  
Department of Education  
Region III

**SCHOOLS DIVISION OF BULACAN  
INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT**

September 2, 2025

Division Memorandum  
No. 427 s. 2025

**UPDATING AND SUBMISSION OF THE OFFICIAL DESIGNATION OF  
DISTRICT ICT ADVISERS, DISTRICT ICT COORDINATORS,  
ELEMENTARY AND SECONDARY SCHOOLS ICT COORDINATORS FOR  
SY 2025-2026**

TO: Assistant Schools Division Superintendent  
Chief Education Program Supervisors of CID and SGOD  
Education Program Supervisors  
Secondary and Elementary Public Schools District Supervisors  
District ICT Advisers  
EDDIS Chairpersons  
District ICT Coordinators  
Public Elementary and Secondary School Heads  
Elementary and Secondary ICT Coordinators  
All Others Concerned

1. Relative to DepEd Memo No. 350, s. 2023 entitled ***Designation of District and School Information and Communications Technology Coordinator***, DepEd Order No. 005, s. 2024 entitled ***Rationalization of Teachers' Workload in Public School and Payment of Teaching Overload***, and DM-OUHROD-2025-1641 entitled ***Teacher Workload Policy Toolkit for DepEd Orders Nos. 002 and 005, s. 2024***, Public Schools District Supervisors, EDDIS Chairpersons, Elementary and Secondary School Heads are requested to submit the official designation of one **(1) ICT Coordinator per District (for Elementary schools), one (1) ICT Coordinator per EDDIS (for High Schools) and one (1) Elementary and Secondary School ICT Coordinator for School Year 2025-2026**. Kindly use the provided link found in this memorandum deadline is on **September 8, 2025 (Monday)**. The submission of the said document is every beginning of school year



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan  
Website: <https://bulacandeped.com.ph>  
Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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(BOSY) and submission of accomplishment report is every before the end of school year (EOSY).

2. School heads, Public Schools District Supervisors (Elementary) and EDDIS Chairpersons (Secondary) are advised to accomplish the online designation form through this link:  
<https://bit.ly/ictbulacandesignation>

For District ICT Advisers, PSDSs should also accomplish the same form/ link.

- a. An electronic template will be automatically sent upon submission.
  - b. Download, print, and sign the received template.
  - c. Submit the printed designation to the Division IT Officer on or before September 12, 2025 (Friday).
3. Official list of the designations signed by the Schools Division Superintendent will be posted at a later date.
  4. For inquiries you may contact **Mr. Marco Paolo M. Victoriano**, Information Technology Officer I via email or MS Teams at the following email address [marcopaolo.victoriano@deped.gov.ph](mailto:marcopaolo.victoriano@deped.gov.ph).
  5. For dissemination and strict compliance.

  
**CECILIA E. VALDERAMA, PhD**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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