



Frequently Asked Questions (FAQs)

1. How many School ICT do I need in my School?

Ans. It depends.

As per DepEd Order no. 36 s. 2019

The school shall be categorized as follows based from DM 36s.2019 categorization on national level:

1. Elementary, Central & Multigrade Schools (including Kinder)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small School	9 & below	1
Medium School	10 – 29	2
Large School	30 – 50	2
Mega School	51 and above	2

2. Secondary NHS & ISS (Non- IUs) (including SHS)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small School	15 & below	1
Medium School	16 - 30	2
Large School	31 – 50	2
Mega School	51 and above	2

3. Secondary NHS (IUs) (excluding SHS)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small School	15 & below	1
Medium School	16 - 30	2
Large School	31 – 50	2
Mega School	51 and above	2

4. Secondary NHS (IUs) (with attached SHS)

CATEGORY	NO. OF TEACHERS (excluding School Head)	NO. OF SCHOOL ICT
Small SHS School	15 & below	1
Medium SHS School	16 - 30	2
Large SHS School	31 – 50	2
Mega SHS School	51 and above	2

5. Senior High School Stand Alone & Annex





1 for SHS Stand Alone and it will depend on the recommendation of the Division ITO for the Annex.

2. When will this order be applied?

Ans. Immediately upon the release of this memorandum.

3. Who will choose my School ICT Coordinator(s)?

Ans. Initially it will be based on the qualifications attached to this memo.

A. If more than 1 or 2 qualifies, it will then be evaluated based on the following in order:

1. Teacher's willingness to become School ICT
2. Teacher's specialization if the school badly needs it or is unique thus it will be in favor to the teaching load rather than being a School ICT
3. The school head shall then endorse the possible candidates to the Division ITO for the validation of their skillset and matching of School ICT roles

B. If no one will qualify based on the qualifications, then the school head shall endorse his/her list of teachers to the Division ITO for the validation of their skillset, matching of School ICT roles and possible on-site training of the teacher candidate.

4. Who will choose the District ICT Coordinators?

Ans. The District ICT Coordinators shall be within amongst the School ICT Coordinators only.

A. There will be a yearly election amongst the School ICT Coordinators within their respective District in accordance to the qualifications of the position.

B. If there won't be any elected District ICT Coordinator, the PSDS/DIC together with the Division ITO shall designate a District ICT Coordinator within the pool of School ICT with the skillset and roles validation.

5. What if my School ICT / District ICT will transfer to a different station?

Ans.

A. If the School ICT will transfer to a different school, notify the Division ITO to have him/her replaced and have the process of selection followed. The recipient school then only makes the transferred ICT Coordinator as their own if the designation is still vacant upon the day of transfer.

B. If the District ICT will transfer to a different school but within the same district, his/her designation as District ICT will still be in effect even if he/she won't be his/her new school's ICT unless of the following circumstances:

- a. He/she waves his/her function
- b. He/she will be replaced as in agreement together with PSDS/DIC & Division ITO.

C. If the District ICT will transfer to a different District, then his/her designation will be deemed null and void in his/her new District.

6. What is the difference between having two (2) School ICT and one (1) School ICT?





Ans.

- A. If your school has only 1 ICT as per identified in the previous answer, the school ICT is then expected to perform as both the School ICT functions mention in this memorandum entries #3a and #3b.
- B. If your school has 2 ICT as per identified in the previous answer, the two School ICT together with their School Head shall have a division of labor or agreement on how they will function all of the necessary roles of a School ICT.

7. What if my designated School ICT Coordinator won't function as his/her roles mandates?

Ans.

- A. The School Head shall enforce his/her function as a school manager thus give out a written warning memorandum reminding the SICT his/her functions. This shall be done at most twice with at least 1 month interval.
- B. For the third offense / school memo issuance, the School Head shall endorse the concern to the Division ITO and the Division ITO shall mediate between the School head and the concerned SICT (school ICT) together with the PSDS/DIC. If it won't be settled, then a new School ICT will be appointed by the Division ITO. If settled, then it will serve as final warning/notice for the said party to perform the duties and roles of School ICT.

8. What if my School ICT resigns or transfers, will he/she get the full 15-day service credits?

Ans.

The 15-day service credit will take in effect whenever a School ICT will render additional hours/days in excess to regular teaching days of 8 hrs, which in general terms considered as overtime. This should be supported by duly signed (by the Schoolhead) DTR as this is considered additional compensation (subject to availability of funds) or overtime which can be converted into service credits.

For example:

Scenario 1:

SICT 1 has 4 hrs of teaching and 4 hrs of work within the E-Classroom for maintenance daily. This does not have any service credits since the 8-hr work period has been complied.

Scenario 2:

SICT 1 has 4 hrs of teaching and 4hrs of work within the E-Classroom and has extended his/her maintenance for another 3 hrs on the same day. This excess 3 hrs shall be credited with the approval of the School Head along with a signed DTR to claim the service credits benefits.

Scenario 3:

SICT 1 has 6 hrs of teaching and 2 hrs of ancilliary (others) + another time to function as SICT, this automatically grants his/her 15 days service credits provided that his/her services rendered are recorded and authorized by the School Head with a duly signed DTR.





- a. Preventive maintenance of the school's ICT Equipment (mainly DCP) and be in-charge of other ICT-related programs and projects (to be identified by Division ITO)
 - b. Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.) if there are no systems in-charge yet. This function shall only be a coordinator level and not as an encoder level for most of the times unless deemed really necessary.
 - c. Other functions are itemized in the School/ District ICT Designation Papers
- B. If your school has 2 School ICT, namely SICT1 & SICT2, the following functions shall be separated:
- a. SICT1 shall be fully in charge with Preventive maintenance of the school's ICT Equipment (mainly DCP) and be in-charge of other ICT-related programs and projects (to be identified by Division ITO)
 - b. SICT2 shall be fully in charge with Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.) unloading the other teachers who are previously in-charged. (the School Head shall inform the Division ITO if the SICT2 needs training for specific systems)
 - c. Other functions are itemized in the School/ District ICT Designation Papers

11. What if a School Head will not follow this memorandum?

Ans.

A written explanation should then be given to the Division Office addressed to the Superintendent thru the Division ITO stating the valid reason. If the reason is deemed to be valid, the Division Office will then see what needs to be done for the said situation. Otherwise, not following the memorandum order shall be subjected to legal actions thru the Division Legal Officer.

12. Can the School/District ICT monetize their Service Credits?

Ans.

Yes, but depending on the availability of funds like usual monetization procedures.

13. Can the Service Credits offset absences?

Ans

Yes, but still under several conditions have been met.

14. Can the School ICT be a classroom Adviser?

Ans.

It depends.

If it's a small school with no other choice, yes he/she. But since this ancillary demands time, please see answers above the FAQs so that the School ICT can perform his/her functions and roles as School ICT.





If the school is not in small category, **preferably** (if there is a option) the School ICTs should then be an implementing teacher for the flexibility of schedule and for the School ICT to fully function his/her roles and responsibilities.

15. Are the School ICT(s) in-charge now of all school paper works and clerical works?

Ans.

NO. The school ICT shall only function the roles and responsibilities stipulated in his/her designation and within this memorandum. Other than that, the School ICT has the right to refuse the clerical tasks delegated to him/her by his/her School Head and or PSDS/DIC. This is in accordance with the DepEd Order

16. How often does the School ICT do the DCP Preventive and Regular Maintenance?

Ans.

It should be done **AT LEAST** once a week, or frequently as needed. This should be logged and reflected in the DCP logbook as to what maintenance was done, how long did it take, errors that occurred if any, defects, and possible reports to the Division ITO. This will mainly justify the workload of the School ICT in his/her function for the infrastructure aspect.

17. Does the School ICT need to submit certifications on ICT trainings and such?

Ans.

Yes, attached to the new Designation form. It will then be evaluated by the Division ITO for validity and matching of skillset.

18. What if there are no certifications attached by the School ICT during submission from FAQ#17?

Ans.

The Division ITO will then validate the skillset of the School ICT Coordinator candidate and recommend appropriate action (pass, fail, or needs to be trained) thru a series of questions and hands-on activity.

19. Do we need to repeat/resubmit the ICT Designation papers to the Division?

Ans.

Yes. Since the format follows already the mandated National Format for the Designation of School / District ICT. The previous designation order will then still have bearing and basis in the computation of service credits.

20. What is the validity date of the designation?

Ans.

It should be renewed every **END OF SCHOOL YEAR** or as needed (i.e. previous ICT transferred to a different school/district).

21. How many copies do we need to submit?

Ans.

Only one (1) copy. A scanned soft copy will be sent to the Division ITO, District Email, School Email for archiving thru the ICTU. The original copy will be given to the concerned School ICT Coordinator.





22. When is the deadline of submission for the Designation?

Ans.

Deadline will be on July 19, 2019 for School ICT. For District ICT, it will be settled once the requirements and selection process is completed per district.

23. Who will secure all the signatures in the document?

Ans.

For the School Head and PSDS signatures, the School ICT needs to secure it. Then submit it to the Division ICTU. The Division ICTU will secure the signature of the Division ITO, ASDS and SDS and will be in-charge on securing a soft copy of the fully signed designation order.

24. When will the School ICT receive his/her fully signed School ICT Coordinator Designation?

Ans.

Since the deadline of submission is on July 19, 2019. It is expected to be given back during the ICT Coordinators' meeting/training within July 2019, but at most August 2019 if something is out of schedule.

