



Republic of the Philippines  
Department of Education  
Region XII  
**CITY SCHOOLS DIVISION OF TACURONG**  
City of Tacurong



**DIVISION MEMORANDUM**

No. 08, Series 2018

**TO:** All Public Secondary and Elementary School Heads  
All Cluster Heads  
All Division Personnel  
This Division

**FROM:** **LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

**SUBJECT:** **Information and Communications Technology Technical Working Committee for SY 2018-2019 on Various ICT Programs and Projects**

**DATE:** **June 20, 2018**

1. Information and Communications Technology (ICT) has evolved many lives, transforming the way people communicate and even work. This technological advancement is now making its way mainstream in education, commerce and governance. The Department of Education has included ICT in its main agenda to innovate the department in teaching, learning and in governance.
2. In consonance with the Department's mandate of integrating ICT in education and governance, the City Schools Division of Tacurong under the ICT Unit is forming a division-wide ICT committee that will ensure standards, innovation and support to all ICT-based programs and projects under the flagship program USWAG-IT.
3. The committee will consist of Division Information Technology Officer, various schools' ICT coordinators and schools offering ICT track in a form of partnership. There will be three (3) sub committees to cover all aspects in ICT. These subcommittees are Connectivity, Computerization and Computer Systems.

For school year 2018-2019, the following are the members of the committee are as follows:

Over-all Chairman: **LEONARDO M. BALALA, CESE – Schools Division Superintendent**  
Over-all Vice-Chairman: **LEVI B. BUTIHEN–OIC, Assistant Schools Division Superintendent**

Program Director: **JOEY M. LOZANO – Information Technology Officer I**

Head, Committee on Computer Systems: **JEZRELL L. FULGENCIO – Master Teacher I**  
Head, Committee on Computerization: **VICENTE LABADIA – Teacher I**  
Head, Committee on Connectivity: **GERRY DELA GRACIA – Teacher I**

#### 4. Terms of Reference

To ensure clarity of functions, the terms of reference for this project shall be:

**Connectivity.** This refers to the computer networks and connectivity. Under the CSDT Wide-Area Network project, schools will be connected to the internet and is requiring local area-networks (LAN).

**Computerization.** This refers to the DepEd Computerization Program (DCP) Package. This subcommittee will set standards with regards to maintenance and hardware support of schools' DCP Packages and ICT Rooms.

**Computer Systems.** This refers to all locally initiated programs under the City Schools Division of Tacurong. This subcommittee is responsible of the development and maintaining local-based information systems.

#### 5. Each subcommittee shall perform several division initiated projects:

##### 5.1. Connectivity.

5.1.1. Connectivity will form part as the initiating team in connecting schools to the CSDT Wide Area Network. Each school shall be connected to the internet through a basic local area network (LAN). Basic LAN connectivity means that the computers for administrative use, DCP Computers in ICT Room, Library, and other offices that requires internet and local connectivity will be connected wired and/or wirelessly.

5.1.2. In the basic LAN, these basic connectivity points shall be observed:

- Basic Local Area Network
- Internet Connectivity
- Local File Sharing
- Local Printer Sharing
- Basic LAN and internet connectivity orientation

5.1.3. A partnership will be forged between the Division Office and Tacurong National High School. This partnership will be the working committee of the basic networking for each school. The subcommittee head will form a team from the TNHS Senior High School TVL-ICT students. In lieu of the created team, SHS students in accordance with D.O.# 30, s. 2017 (Guidelines for Work Immersion) and D.O.# 8, s. 2015 (Policy on Classroom Assessment for the K to 12 BEP) shall earn performance tasks assessment grade in the workplace, in this case the schools, considered as Work Immersion Activities. The subcommittee head shall perform the planning and evaluation for each school being worked on vis-à-vis the TVL-ICT students performing the actual network installation while under a close direct supervision of the former and adhering strictly to the Work Immersion Guidelines.

5.1.4. All the necessary equipment and industry based standards and practices shall be observed in every installation to be done. Consumables such as UTP cables, crimping tools, RJ 45 and other materials will be covered by the division office. The transportation to and from the schools shall also be covered by the division office. A schedule of installation shall be provided by the managing director.

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5.1.5. In cases there are deficiencies or required maintenance work, the same subcommittee shall take charge on the maintenance of the said project in a particular school.

## **5.2. Computerization.**

5.2.1. Computerization shall implement the proper maintenance and upkeep of the DepEd Computerization Package (DCP) of all schools.

5.2.2. The subcommittee will be composed of two teams. The Evaluation Team and the Technical Support Team.

5.2.3. Evaluation Team shall be composed of division ITO and different school ICT Coordinators. This team shall evaluate and monitor the school's ICT room in terms of utilization, maintenance and standards being followed. There will be an annual division ICT summit that recognizes best practices in utilizing ICT room, audio-visual room, ICT in SLAC sessions and ICT in governance and teaching & learning.

5.2.4. Technical Support Team will be composed of the subcommittee head in partnership with TNHS SHS TVL-ICT students under Computer Systems Servicing strand. This will be the team responsible for any required quick-fix, rewiring, and over all servicing of school's ICT room and DCP Packages.

## **5.3. Computer Systems.**

5.3.1. Computer Systems shall cover division initiated information systems and systems integrations. New and existing local information systems will be under this subcommittee. Nationally initiated systems are excluded from their area of responsibility of the subcommittee.

5.3.2. There will be a separate project proposal for each system development and shall bear all the details specifically for that particular project.

6. The program director will supervise the whole project implementation from planning, implementation, monitoring and evaluation of each subcommittee's specific project.

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