



Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION

January 5, 2021

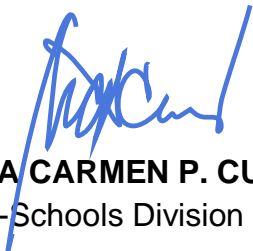
DIVISION MEMORANDUM

No. 2, s. 2021

To : OIC – ASDS
Divisions Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

**SERVICE CREDITS OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
(ICT) COORDINATORS IN SCHOOL FOR SY 2019-2020**

1. Pursuant to the Unnumbered Memorandum released by the Office of the Undersecretary for Administration dated June 26, 2019 RE: Designation of District and School Information and Technology (ICT) Coordinators, this Office advises all ICT Coordinators (Hardware) who managed the DepEd Computerization Program (DCP) in their respective schools to submit the following documents to ICTU for verification of accomplishment on the conduct of preventive maintenance of E-Classroom or the implementation of DCP.
 - a. Photocopy of Approved Designation of ICT Coordinator
 - b. Approved DTR
 - c. Endorsement Letter signed by the School Head
 - d. Accomplishment Report on the functionality and the conduct of maintenance of E-classroom
2. All documents will be verified by the ICTU for endorsement to the Personnel Unit for granting of vacation service credits of not more than 15 days.
3. Deadline of submission to ICTU will be on or before January 29, 2021.
4. Immediate and wide dissemination of this Memorandum is desired.


MARIA CARMEN P. CUENCO, EdD, CESO VI
OIC-Schools Division Superintendent



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