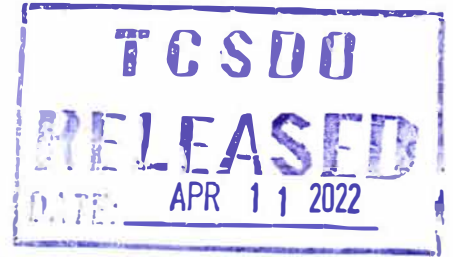




Republic of the Philippines  
**Department of Education**  
REGION III  
**TARLAC CITY SCHOOLS DIVISION**



April 8, 2022

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**DIVISION MEMORANDUM**

No. 605, s. 2022

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

**DESIGNATION OF SCHOOL INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) COORDINATORS**

1. Pursuant to the Unnumbered Memorandum released by the Office of the Undersecretary for Administration dated June 26, 2019, this Office directs all school heads to designate a School ICT Coordinator in their respective schools to handle the utilization and implementation of DepEd Computerization Program (DCP) and be in-charge of other ICT-related programs and projects.
2. Schools with Senior High School and have received DepEd Computerization Program (DCP) Packages are also advised to designate additional ICT Coordinators.
3. Deadline of submission on the designation with original signature of the designated School ICT Coordinator, School Head and PSDS will be on or before April 22, 2022.
4. The designation template, qualifications, duties and responsibilities of School ICT Coordinator can be downloaded in this link: [bit.ly/TemplateICTCoor2022](https://bit.ly/TemplateICTCoor2022)
5. Immediate and wide dissemination of this Memorandum is desired.

*[Handwritten signature]*  
**MARIA CARMEN P. CUENCO EdD, CESO V**  
Schools Division Superintendent

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