



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 26 2023

MEMORANDUM
No. 222, s. 2023

**DESIGNATION OF THE INFORMATION COMMUNICATION TECHNOLOGY
COORDINATORS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
School Heads/OICs
All Others Concerned

1. The field is hereby informed of the designation of the following ICT Coordinators:

#	Name	School
1	Joana Marie C. Benavidez	Alabang ES
2	Jc Lynn P. Recolosado	Bagong Silang ES
3	Erwin A. Pascual	Bayanan ES - Main
4	Essan Mae D. Balmeo	Buli Elementary School
5	Dindo A. Arciaga	Bayanan ES - Unit 1
6	Martina Gabriel J. Guivencan	Cupang ES - Annex
7	Dennis M. Romano	Cupang ES - Main
8	Erlyn D. Galgo	Filinvest Alabang Elementary School
9	Mark Albert Caacbay	F. De Mesa ES
10	Emily Kinna B. Caluza	Itaas ES
11	Abigail B. Cillarga	Muntinlupa ES
12	Naph Bryan C. Gonzaga	Poblacion ES
13	Ms-Donibeck G. San Jose	Putatan ES
14	Owen Earl D. Bautista	Soldiers Hills ES
15	Melody Lozada	Sucacat Sitio Pagkakaisa - Zone 3 Annex
16	Eugenia Francia P. Pancipane	Sucacat Sitio Pagkakaisa - Zone 4 Annex
17	Jun L. Cabagtong	Tunasan ES
18	Maria Diana B. Carmona	Victoria Homes ES
19	Ohje S. Manio	Lakeview Integrated School - Elem
20	Shyrelin M. Mesina	Lakeview Integrated School JHS
21	John Kevin B. Llander	Lakeview Integrated School SHS
22	Adriel Rainier P. Romero	Muntinlupa National HS - JHS

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23	Jayson Aala	Sucat Elementary School
24	Mary Michelle G. Enriquez	Muntinlupa National HS - SHS
25	Paolo D. Bundoc	Muntinlupa Science HS - JHS
26	Russell Van Erick Ramos	Muntinlupa Science HS - SHS
27	Mary Ann R. Franco	Pedro E. Diaz HS
28	Lucille Andrea B. DAVIS	Tunasan National HS - JHS
29	Aquisinur h. Valencia	Tunasan National HS - SHS
30	Jannrei Labuguen	Cupang Senior HS
31	Shervin Rosopa	Alternative Learning Center
32	Gregorio S. Quineri	Muntinlupa Business HS
33	Romeo T. Navarro Jr.	Muntinlupa Business HS - Sucat Annex
34	Shequine Glory M. Pili	Poblacion National High School

2. The School ICT Coordinators are expected to perform the following official duties and functions inherent to the said designation:

- Ensure utilization and maintenance of E-classroom including ICT equipment such as laptop, projectors and speakers among others.
- Report problems and concerns about ICT packages on school to the supplier and SDO ICT Unit.
- Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
- Assist in the preparation of School Improvement Plan or Annual Implementation Plan.
- Spearhead the implementation of ICT Literacy via school LAC session.
- Maintain the effective use of the E-classroom and monitor the utilization of the other ICT equipment such as laptops, projectors and speakers, among others.
- Provide technical assistance among peers, learners, and school heads with regard to the positive use of ICT in teaching and learning, and governance.
- Coordinate with District ICT and Division IT Officer on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.
- Focal person in School CCTV; Admin in School FB Page and School website;

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3. This Memorandum is enforced until otherwise rescinded or revoked by the undersigned.

3. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl.: As stated

References: none

To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL

TEACHER

MLB / DESIGNATION OF ICT COORDINATOR

222 / August 22, 2023

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