



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



August 1, 2018

Division Memorandum  
No. 526, s. 2018

**REQUEST FOR OFFICIAL LIST OF DISTRICT ICT, MUNICIPAL ICT AND  
SCHOOL ICT COORDINATORS**

To: District Supervisors/OICs/Caretakers  
Elementary/Secondary School Heads

1. The District Supervisors are requested to submit the list of currently endorsed/designated **District ICT Coordinator, Municipal ICT Coordinator and School ICT Coordinators** to the Office of the Division ITO for this School Year 2018-2019, on or before August 7, 2018 thru email soft copy excel format and printed out, signed, scanned, attached and sent to [ict.cebuprovince@deped.gov.ph](mailto:ict.cebuprovince@deped.gov.ph).
2. The email should have the subject heading of: **<NAME OF DISTRICT> ICT COORDINATORS.**
3. The list will be the basis for the official designation as District ITO, Municipal ITO and School ITOs.
4. It is recommended that retain all ICT Coordinators with good performance.
5. For information and guidance of all concerned, attached herewith is the preferred format to be used.
6. Immediate and wide dissemination of this memorandum is desired.

  
RHEA MAR A. ANGTUD, Ed.D.,CESO VI  
Schools Division Superintendent

(PAPER SIZE: FOLIO OR 8.5" X 13")

District Letterhead

ELEMENTARY LEVEL	SECONDARY LEVEL
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NAME OF DISTRICT ICT COORDINATOR (ELEMENTARY)	SCHOOL	NAME OF MUNICIPAL ICT COORDINATOR (SECONDARY)	SCHOOL
1.		1.	

NAMES OF SCHOOL ICT COORDINATORS ELEMENTARY LEVEL	SCHOOL	NAMES OF SCHOOL ICT COORDINATORS SECONDARY LEVEL	SCHOOL
1.		1.	
2.		2.	
3.		3.	
· · ·		· · ·	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
· · · (will depend on the number of schools)		· · · (will depend on the number of schools)	

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<NAME AND SIGNATURE OF PSDS>