



Republic of the Philippines
Department of Education
CARAGA REGION



June 3, 2020

REGIONAL MEMORANDUM
No. 236, s. 2020

To: Schools Division Superintendents
This Region

GUIDELINES FOR SDOs ON ICT FACILITIES AND OTHER RELATED ACTIVITIES

1. The COVID19 Pandemic brought the transition to a "NEW NORMAL" in the delivery of basic services, wherein the use of Information, Communication, and Technology is vital in the delivery of quality, accessible education for all. With these, the Department of Education will ensure that the use of ICT in delivering these services is sufficient.
2. All SDOs must ensure that the following are delivered and utilized:
 - a. **Access to Internet Connection.** All teachers must have access to the internet connection in delivering their tasks. Because of this, the school is mandated to purchase an internet modem or pocket WIFI for every 3 teachers for their work-related consumption, charged to school MOOE or other local funds.
 - b. **Mode of Communication/Tools in the delivery of Basic Services for all Teachers and Non-teaching Staff.** All teachers and Non-teaching staff MUST utilize their Facebook Workplace account, DepEd Official Email Account, and Office 365 Account. All divisions and school ICT coordinators must ensure its use. Conduct training to optimize the use of these tools, if necessary.
 - c. **Online Training/Webinars/ and Conferences.** All SDOs must ensure that all teachers and non-teaching staff participate in these kinds of professional development modality. Additionally, SDOs must ensure that training participated by the teachers and non-teaching staff are quality assured. Be warned on those online activities that entail monetary requirement, these opportunistic and unofficial activities require SDO's immediate action.
 - d. **ICT Infrastructure Upgrading.** Every SDO shall establish its own Official Website charged to local funds. This is to facilitate easy access to information for employees and stakeholders' consumption. Also, all divisions and school ICT coordinators must conduct inventory for ICT infrastructure that needs to be upgraded. A proposal must be formulated for any update purchases or other ICT related expenses subject for SDO's perusal and approval.



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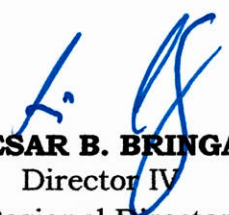
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- e. **Internet Allowance for Division ITO's.** With the demand expected to ITO's in the new normal transition, a data and communication allowance charged to local funds must be ensured for the timely delivery of their duties.
3. Wide and immediate dissemination of this memorandum to all concerned is highly desired.



FRANCIS CESAR B. BRINGAS, CESO V
Director IV
Regional Director

Encls.: NONE

Reference: NONE

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

INFORMATION TECHNOLOGY

ONLINE SURVEY

COVID 19

ICTU/mma
06/03/2020