



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

13 Aug 2026

DIVISION MEMORANDUM

No.315 , s. 2026

PROFILING OF SCHOOL ICT COORDINATORS IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary and Secondary School Principals
All Others Concerned

1. In support of the Department of Education's continuing efforts to strengthen Information and Communications Technology (ICT) governance, digital transformation, and the effective implementation of technology-enabled programs and initiatives in schools, the Schools Division Office of Angeles City hereby directs the conduct of the **Profiling of School ICT Coordinators** in all public elementary and secondary schools within the Division.
2. The profiling activity aims to:
 - a. establish and maintain an updated and comprehensive database of all officially designated School ICT Coordinators;
 - b. determine the qualifications, competencies, training, certifications, and relevant professional experience of School ICT Coordinators;
 - c. identify the ICT-related assignments, available resources, technical capabilities, and support requirements of schools;
 - d. provide baseline data to inform the planning and implementation of ICT capacity-building programs, technical assistance, and other technology-related initiatives; and
 - e. support evidence-based policy formulation, program planning, monitoring, and resource allocation for ICT-related programs and services within the Division.
3. The profiling shall cover all **officially designated School ICT Coordinators** from public elementary schools, junior high schools, senior high schools, and integrated schools under the Schools Division Office of Angeles City.
4. All School ICT Coordinators are hereby directed to accomplish the prescribed Online Profiling Form completely and accurately on or before **August 18, 2026**, through the link or QR code provided below:

Online Profiling Form:

<https://forms.cloud.microsoft/r/Fxh89iyCZe>





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5. All personal information collected through the profiling activity shall be processed, stored, and managed in accordance with **Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012** and applicable Department of Education policies and guidelines on data privacy, records management, and information security.
6. School Heads are enjoined to ensure and monitor the timely, accurate, and complete accomplishment of the profiling form by the designated School ICT Coordinators under their respective schools.
7. Immediate and widest dissemination of this Memorandum and **strict compliance** are hereby enjoined.

Digitally signed by
Edgard C.
Domingo
Date: 2026.08.13

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

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

ICT COORDINATORS PROFILING

INFORMATION AND COMMUNICATIONS TECHNOLOGY

DATABASE MANAGEMENT

NMM/EPS II- HRD/August 13, 2026