




Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM No. 281

TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
SCHOOL ICT COORDINATORS

FROM :  **CATHERINE P. TALAVERA, Ph. D.**
OIC- Schools Division Superintendent

SUBJECT : SUBMISSION OF ICT BEST PRACTICES

DATE : October 9, 2017

Relative to DepEd Memorandum No.143 s. 2017 re: National and Regional DepEd ICT Summits, all schools are advised to submit ICT Best Practices following the attached Guidelines/Mechanics on or before October 20, 2017 to kendrick.cabriga@deped.gov.ph. Winners on the two categories will represent our division on the Regional ICT Summit on the first week of November and hopefully on the National ICT Summit on December 5-6, 2017.

Attached is the copy of the Memorandum for your reference.

Your full cooperation is highly expected.

Immediate and wide dissemination of this Memorandum is highly anticipated.

ITOI/ Submission of ICT Best Practices

DM-281 /October 9, 2017

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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Republic of the Philippines
Department of Education

29 AUG 2017

DepEd MEMORANDUM
No. **143** s. 2017

NATIONAL AND REGIONAL DEPED ICT SUMMITS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), will hold the **National DepEd ICT Summit** with the theme *Digital Transformation for the KID (K-12 + ALS, ICT, DepEd)* from December 5 to 6, 2017.
2. The National Summit aims to:
 - a. update ICT practitioners in DepEd on emerging technologies;
 - b. start the culture of sharing and collaborating of ICT in teaching, learning, and governance;
 - c. provide a forum to update everyone on current ICT projects and implementations in DepEd as well as future plans; and
 - d. recognize ICT best projects and implementers.
3. The National Summit will feature a series of keynote speeches, topic and panel discussions, exhibits, and breakout sessions, among others, which will cover updated information and pressing matters, which concern the use, implementation, and development of ICT in the field of education.
4. The culminating activity for the Summit will be the National ICT Best Practices Awards, which aim to generate awareness among and support from education managers and school communities on ICT initiatives; highlight different DepEd ICT initiatives, which support teaching and learning as well as governance; and cultivate a culture of sustainability among DepEd ICT initiatives across all levels.
5. Prior to the conduct of the National Summit, the Regions will conduct their respective **Regional DepEd ICT Summits** and will hold their Regional ICT Best Practices Awards. Said awards will have the regional offices (ROs) identify and recognize innovative use of ICT in *Teaching and Learning*, as well as in *Governance and Operations* from offices and schools within their respective regions. Identified implementations from each region will then form part of the National ICT Best Practices Awards, an integral part of the National Summit where candidates will highlight their entries' achievements and methods *vis-à-vis* other regions.

6. All ROs shall conduct their respective Regional Summits on dates not later than **November 15, 2017**.
7. All regional directors, schools division superintendents, school heads, ICT coordinators/focal persons, and information technology officers are enjoined to extend full administrative support to the conduct of the Summit.
8. Funds for the conduct of the Regional Summits shall be downloaded to the ROs, and the allocated amount for each region shall cover the venue, board and lodging, honoraria, and other expenses relevant to the actual conduct of the Regional Summit. Traveling expenses and other incidental expenses of participants to and from the venue shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
9. Venue, board and lodging, and other expenses relevant to the actual conduct of the National Summit shall be charged to the 2017 OSEC-GAS Funds. Traveling expenses and other incidental expenses of participants from DepEd and its attached agencies to and from the venue shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
10. Enclosed are the guidelines and terms of reference relative to the conduct of the Summits:
- a. Enclosure No. 1 - General Guidelines on the Conduct of the National and Regional Summits;
 - b. Enclosure No. 2 - ICT Best Practices Awards Guidelines/Mechanics; and
 - c. Enclosure No. 3 - National Summit Program of Activities.
11. For more information, all concerned may contact Mr. Gerard Atienza of the **National ICT Summit Organizing Committee** at telephone no. (02) 633-7264 or through email address: ictsummit@deped.gov.ph.
12. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls:

As stated

Reference:

N o n e

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

BASIC EDUCATION
INFORMATION TECHNOLOGY
OFFICIALS

PRIZES OR AWARDS
PROGRAMS
PROJECTS

THE DEPED ICT SUMMITS

General Guidelines on the Conduct of the National and Regional Summits

Tagline, Theme, and Objectives

The DepEd ICT Summits' tagline is *Cultivating a Culture of ICT Excellence*.

With this year's theme *Digital Transformation for the KID (K-12 + ALS, ICT, DepEd)*, the Summits aim to:

- Update ICT practitioners in DepEd on emerging technologies;
- Start the culture of sharing and collaborating of ICT in teaching, learning, and governance;
- Provide a forum to update everyone on current ICT projects and implementations in DepEd as well as future plans; and
- Recognize ICT best projects and implementers.

Regional Summits

The Summits will be conducted using the following structure:

Participants

Expected participants of the Regional Summits are Division Information Technology Officers (ITO), School Heads, and School Teachers.

Funding

Funds to subsidize the conduct of the Regional Summits shall be downloaded to the Regional Offices (RO).

The allocated amount for each region shall cover the venue, board and lodging, honoraria, and other expenses relevant the actual conduct of the Regional Summits.

Travelling expenses and other incidental expenses of participants to and from the venue shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

Conduct of the Summits

1. Each region, spearheaded by the RO, will hold their respective Regional Summits on dates not later than 15 November 2017, at a venue to be determined by the RO.
 - a. Each Regional Summit may last for at most two (2) days, exclusive of travel time for the participants.
 - b. The RO may choose topics or panels or panels they see fit for their jurisdictions; they however, must conform to the Summits theme when considering topics and panels to include in their respective programs. *(See National Summit Program of Activities for an example that ROs can refer to when creating their own schedules.)*
 - c. During the conduct of the Regional Summit, the RO must hold the Regional ICT Best Practices Awards, where participants and regional juries select the region's representatives for the National ICT Best Practices Awards. *(See ICT Best Practices Awards Guidelines/Mechanics for the mechanics and guidelines.)*

The National Summit

The National Summit will be conducted using the following structure:

Participants

Participants for the National Summit shall be the following:

1. Regional ITOs;
2. Division ITOs;
3. Regional representatives for the National ICT Best Practices Awards (includes the Schools Division Superintendent and selected school personnel from the candidate division);
4. The DepEd Executive Committee;
5. The DepEd Management Committee (includes directors of Central Office/CO bureaux, services, and offices, as well as regional directors);
6. The National ICT Summit Organizing Committees; and
7. Selected guests.

Funding

The Information and Communications Technology Service (ICTS), through the National ICT Summit Organizing Committees, will cover the venue, board and lodging, and other expenses relevant the actual conduct of the National Summit, all of which are chargeable to the 2017 OSEC-GAS funds.

Travelling expenses and other incidental expenses of participants from DepEd and its attached agencies to and from the venue shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

Conduct of the National Summit

The CO, through the ICTS, will hold the National Summit on 5-6 December 2017.

- a. The National Summit will last for two (2) days, exclusive of travel time for the participants.
- b. The program of activities, together with prospective topics and panels that will be included in the National Summit, are listed in the *National Summit Program of Activities*.
- c. During the National Summit, the National ICT Best Practices Awards will highlight the achievements of the candidates from the Regional ICT Best Practices Awards, and select the top three finalists of the National ICT Best Practices Awards. (*See ICT Best Practices Awards for the mechanics and guidelines.*)

THE DEPED ICT SUMMITS

ICT Best Practices Awards Guidelines/Mechanics

Rationale

The Department of Education (DepEd) supports the development of its personnel in order to deliver 21st century learning experience for the Filipino learners. With its mission to facilitate learning and constantly nurture every learner, DepEd formulates, implements, and coordinates programs and projects in the areas of formal and non-formal basic education. This year, DepEd, through the Information and Communications Technology Service (ICTS), invites all teaching and non-teaching personnel to the ICT Best Practices Awards.

Objectives

The objectives of the ICT Best Practices Awards are to:

1. Generate awareness among and support from education managers and school communities on ICT initiatives;
2. Highlight different DepEd ICT initiatives that support teaching and learning as well as governance; and
3. Cultivate a culture of sustainability among DepEd ICT initiatives across all levels.

Mechanics

1. The ICT Best Practices Awards is open to all DepEd personnel.
2. There will be two (2) major categories:
 - a. *ICT for Teaching and Learning*. This category highlights the intensification of the use of the DepEd Computerization Program (DCP) packages and other available technologies integrated in the curriculum.
 - b. *ICT for Governance*. This category features ICT ingenuities that further improve DepEd services in the schools, division, and regional levels.
3. All ICT Best Practices entries must be already in place and sustained for at least one (1) school year.
 - a. Applicants must file necessary documents (Monitoring and Evaluation files and a three-minute video presentation) to support the program's existence and sustainability.
4. The contest will be in three (3) tiers, namely: Division (Tier 1), Region (Tier 2, Semi-Finals), and National (Tier 3, Finals).
 - a. Each level will have one (1) for each category to represent and compete in the succeeding rounds.
 - b. The National tier (Tier 3) will have 18 participating regions for *ICT for Teaching and Learning*, and another 18 entries for *ICT for Governance*.
 - c. Each entry shall have a maximum of two (2) proponents/initiators.
5. Candidates of the National tier shall present their project/implementation in the *Learning Market* exhibit at the sidelines of the National Summit.
 - a. The top five (5) candidates for each category shall present their project/implementation to the plenary (with three to five minutes per candidate).

6. The following rubrics detail the criteria that all juries across all tiers will use when evaluating entries:

ICT for Teaching and Learning		
Achievement <ul style="list-style-type: none"> Participation of school management Promoting usage of DCP packages Support of the school communities 	10% 10% 5%	25%
Sustainability <ul style="list-style-type: none"> Documentation (Monitoring & Evaluation files) Replicability of the project Video presentation 	10% 10% 5%	25%
Innovativeness <ul style="list-style-type: none"> Creativity on the integration of available tools Uniqueness of the project 	15% 10%	25%
Effectiveness <ul style="list-style-type: none"> Outcome and functionality of the project Length of project implementation 	15% 10%	25%
Total		100%

ICT for Governance		
Achievement <ul style="list-style-type: none"> Improvement of operations & delivery of services Participation of Regional/Division/School heads & personnel 	15% 10%	25%
Sustainability <ul style="list-style-type: none"> Documentation (Monitoring & Evaluation files) Replicability of the project Video presentation 	10% 10% 5%	25%
Innovativeness <ul style="list-style-type: none"> Creativity on the integration of available tools Uniqueness of the project 	15% 10%	25%
Effectiveness <ul style="list-style-type: none"> Outcome and functionality of the project Cost effectiveness of the project 	15% 10%	25%
Total		100%

7. The *Major Awards and Prizes* for both *ICT for Teaching and Learning* and *ICT for Governance* Best Practices are as follows:
- Overall Best ICT Practice
 - 2nd Place Best ICT Practice
 - 3rd Place Best ICT Practice
 - Regional Finalists

8. Special Awards and corresponding prizes awaits candidates who place first in the following categories:
 - a. ICT Best Practices People's Choice
 - b. Best Regional Booth for the Learning Market
9. The decisions of all juries are final and irrevocable across all tiers.
10. Below is the schedule of activities for the ICT Best Practices tiers:

Activity	Target Date
Call for ICT Best Practices Nomination and Screening (School Level)	August – September 2017
ICT Best Practices Competition (Division, Tier 1)	October 2017
ICT Best Practices Awards (Regional Semi-Finals)	November 2017
ICT Best Practices Awards (National Finals)	December 2017

THE DEPED ICT SUMMITS

National Summit Program of Activities

This may be used as a reference by Regions when creating their own schedules.

This program is subject to change as the need arises.

Day 1 (5 December 2017)			
Time	Session	Type of Session	Venue
07:00-08:30	Registration, Billeting, and Breakfast	Ingress	Lobby / Foyer
08:30-08:45	Opening Ceremonies	Plenary	Function Hall
08:45-09:15	Welcome Speech		
09:15-09:45	Message		
09:45-10:00	Break		
10:00-11:00	Keynote 1 <ul style="list-style-type: none">Education Technologies Feasible in the Philippine Context	Plenary	
11:00-12:00	Keynote 2 <ul style="list-style-type: none">Digital Citizenship, Cybersecurity, and Data Privacy		
12:00-13:00	Lunch		
13:00-14:00	Panel 1 <ul style="list-style-type: none">Offline ICT Learning	Plenary	
14:00-15:00	Panel 2 <ul style="list-style-type: none">E-Classroom Management		
15:00-17:00	Breakout 1	Breakout	Room 1
	Breakout 2		Room 2
	Breakout 3		Room 3
	Breakout 4		Room 4
17:00-17:30	Wrap	Plenary	Function Hall

Day 2			
Time	Session	Type of Session	Venue
07:00-08:30	Registration	Ingress	Lobby/Foyer
08:30-09:00	Recap	Plenary	Function Hall
09:00-10:00	Keynote 3 <ul style="list-style-type: none">Imbibe the Culture of ICT Excellence in DepEd		
09:45-10:00	Break		
10:00-11:00	Keynote 4 <ul style="list-style-type: none">Right Technologies for the Classroom (DCP, ICT LAC)	Plenary	
11:00-12:00	Keynote 2 <ul style="list-style-type: none">Showcase of DepEd Achievements & Plans for Education ICT		
12:00-13:00	Lunch		
13:00-16:00	ICT Best Practices Awards	Plenary	
16:00-17:00	Closing Ceremonies		