




Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

DATE: 10 October 2017

TO: Bureau and Service Directors
Regional Directors
ARMM Regional Secretary
Schools Division Superintendents
Public Elementary and School Heads
All Others Concerned

FROM: 
AIDA C. YUVIENCO
Director IV, Information and Communications Technology Service

SUBJECT: Updated Guidelines, Rubrics, and Terms of Reference on Holding the
Regional DepEd ICT Summits

The **Regional DepEd ICT Summits** was announced through **DepEd Memorandum (DM) No. 143, s. 2017**. Said Memorandum mandates all regional offices to extend full support to the conduct of the Regional Summits.

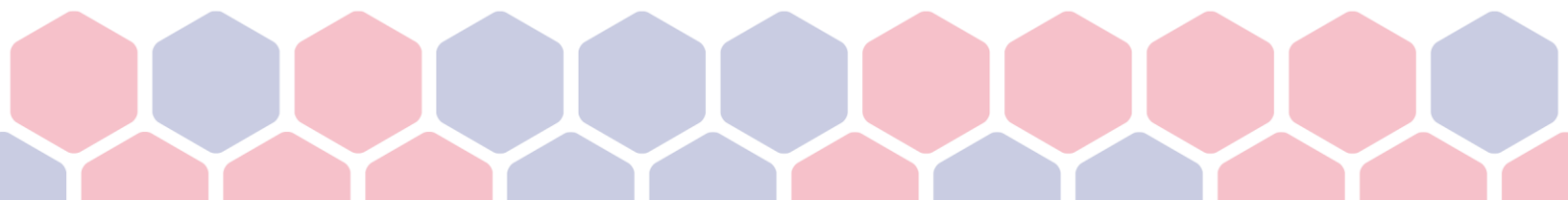
In response to feedback and suggestions from stakeholders in the Regional Offices, the Information and Communications Technology Service (ICTS) releases the updated **Guidelines** and **Terms of Reference** on holding the **Regional Summits**, including the **Guidelines, Mechanics, and Rubrics** of the **Regional and National ICT Innovations Awards**.

The following documents are attached with this memorandum:

- About the DepEd ICT Summits
- ICT Innovations Awards: Guidelines
- ICT Innovations Awards: List of National Juries
- Operational Schedule of Activities
- ICT Innovations Awards: Rubrics for Judging
- ICT Innovations Awards: Judging Mechanism Diagrams
- Terms of Reference of the Regional ICT Summit Organizing Committees

For more information, all concerned may contact Mr. Gerard Atienza of the **National ICT Summit Organizing Committee** at telephone number (02) 633-7264 or through email address: ictsummit@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.





THE DEPED ICT SUMMITS

About the DepEd ICT Summits

About

The **Department of Education (DepEd)** will conduct a series of **DepEd ICT Summits**, which will start as **Regional Summits** and will culminate in the **National Summit**.

The Summits shall bring together ICT practitioners, policy makers, achievers in ICT education and implementation, and other stakeholders in the National, Regional, Division, and school levels, and provide ideal platforms to discuss innovations in education, enrich teaching and learning, build capacities for effective school and office management, and share top education resources.

DepEd shall use the Summits as a venue to search for and recognize innovations in the field in utilizing ICT to effectively deliver teaching and learning, as well as provide efficient governance and operations, directly to learners, teachers, and relevant stakeholders in the field of education.

Tagline, Theme, and Objectives

The 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 and 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 Regional Summits will be conducted using the following structure:

Delegates

Expected delegates of the Regional Summits shall be the following:

1. Regional Office (RO)
 - a. The Regional Director (RD)
 - b. The Assistant RD
 - c. The Regional Information Technology Officer (ITO)
2. Schools Division Offices (SDO)
 - a. Schools Division Superintendents (SDS)
 - b. Assistant SDSs
 - c. Division ITOs
3. Applicant schools/divisions for the Regional ICT Innovations Awards
 - a. School heads
 - b. School ICT coordinators
 - c. Proponents from the applicant school/division
4. The Regional ICT Summit Organizing Committee
5. Representatives from the DepEd Central Office (CO)

Funding

Funds to subsidize the conduct of the Regional Summits shall be downloaded to the ROs, chargeable to 2017 DCP funds.

The allocated amount for each region shall cover the venue, board and lodging, travel expenses (transportation and per diem) of delegates to and from the venue, and other incidental expenses relevant to the actual conduct of the Regional Summits.

Board and lodging, travel, and other expenses relative to the validation/evaluation of ICT Innovations Awards applicants from the Divisions by the *Regional Selection Process Committees* (RSPC) will be charged to the downloaded fund.

Other expenses not indicated in these guidelines shall be charged to local funds.

Expenses mentioned above are subject to the usual accounting and auditing rules and regulations.

Conduct of the Summits

1. Prior to the holding of the Regional Summits, the RSPCs shall conduct an on-site validation and/or evaluation of ICT Innovations applicants from the Divisions. (*See ICT Innovations Awards Guidelines/Mechanics for the mechanics and guidelines.*)
2. Each region, spearheaded by the RO, shall hold their respective Regional Summits on or before **15 November 2017** at a venue identified by the RO.
 - a. In an unlikely event that the RO needs to hold their Regional Summit on a date later than the aforementioned, the Regional ICT Summit Organizing Committee of that RO must communicate prior and formal notice to the National ICT Summit Organizing Committee.

- b. Each Regional Summit shall last for up to *two full days*, exclusive of travel time for the delegates.
- c. The RO may choose topics, sessions, or panels they see fit for their jurisdictions; they however, must conform to the Summit's theme when considering topics and panels to include in their respective programs. (*See Operational Schedule of Activities for an example that ROs can refer to when creating their own schedules.*)
- d. During the conduct of the Regional Summit, the RO must hold the Regional ICT Innovations Awards, where delegates and regional juries select the region's representatives for the National ICT Innovations Awards. (*See ICT Innovations Awards Guidelines/Mechanics for the mechanics and guidelines.*)

The National Summit

The National Summit will be conducted using the following structure:

Delegates

Delegates for the National Summit shall be the following:

1. The DepEd Executive Committee
 - a. The Secretary of Education and their staff
 - b. Undersecretaries and assistant secretaries, and their staff
2. The DepEd Management Committees
 - a. Directors of Central Office (CO) bureaux, services, and offices
 - b. Selected CO division chiefs
 - c. RDs and SDSs
3. Regional and Division ITOs
4. Regional candidates for the National ICT Innovations Awards
 - a. School heads
 - b. School ICT coordinators
 - c. Proponents from the candidate school/division
5. The National ICT Summit Organizing Committee
6. Selected guests from the public and private sectors

Funding

Venue, board and lodging, prizes for the ICT Innovations Awards, travel expenses (transportation and per diem) of delegates from DepEd and its attached agencies to and from the venue, and other incidental expenses relevant to the actual conduct of the National Summit shall be charged to the 2017 DCP funds.

Other expenses not indicated in these guidelines shall be charged to local funds.

Expenses mentioned are 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 **7-8 December 2017**.

- a. The National Summit will last for two (2) days, exclusive of travel time for the delegates.
- b. Selected delegates will be asked to arrive on **6 December 2017** for the *ICT Innovations Awards Judging Day*. (See *ICT Innovations Awards for the mechanics and guidelines*.)
- c. The working program of activities, together with prospective topics and panels that will be included in the National Summit, are listed in *Operational Schedule of Activities*.
- d. During the National Summit, the National ICT Innovations Awards will highlight the achievements of the candidates from the Regional ICT Innovations Awards, and select three Best ICT Innovations for Teaching and Learning, and three Best ICT Innovations for Governance. (See *ICT Innovations Awards for the mechanics and guidelines*.)



THE DEPED ICT SUMMITS

ICT Innovations Awards: Guidelines

Rationale

The **Department of Education (DepEd)** supports the development of its personnel in order to deliver the 21st-century learning experience for the Filipino learner.

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 Innovations Awards**.

Objectives

The objectives of the ICT Innovations Awards are to:

1. Generate awareness among and support from education managers and school communities on ICT initiatives;
2. Showcase 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.

Definition of Terms

- *Applicant.* This refers to a project and/or proponent intending to join the ICT Innovations Awards.
- *Candidate.* This refers to a project selected during the Regional Awards to represent its home region for the National Awards.
- *Cluster.* This refers to the areas covered by the three main island groups of the Philippines, namely: Luzon, Visayas, and Mindanao.
- *Documentation.* This refers to the Monitoring and Evaluation files and the video presentation, which an applicant submits during the Regional Selection Process, and which juries will use as basis for judging the applicant for the Regional Awards and, if the applicant become a candidate, during the National Awards.
- *Experts Juries.* One of two bodies of the National ICT Innovations Awards Juries, this body is composed of professionals who, owing to their expertise in Teaching and Learning as well as Governance, judge National Awards candidates.

- *Juror*. This refers to a person tasked to inspect, rate, and judge applicants and candidates for the ICT Innovations Awards.
- *Jury*. This refers to the body of experts and/or individuals tasked to inspect, rate, and judge applicants and candidates for the ICT Innovations Awards.
- *National ICT Innovations Awards Juries*. This is the collective term for the two juries who judge National Awards candidates.
- *People’s Juries*. The second body of the National ICT Innovations Awards Jury, it is composed of representatives from the regions who will judge other candidates.
- *Project Head*. This refers to a project proponent functioning as the lead or primary contact for the project.
- *Proponent*. This refers to a DepEd personnel involved in conceptualizing, implementing, and sustaining an ICT innovation project in their school/office.
- *Qualified Applicant*. This refers to a project selected by the Regional Selection Process Committee to contend against other applicants in the Regional Awards.
- *Regional ICT Innovations Awards Jury*. This refers to the group of jurors who judge qualified applicants for the Regional Awards and select the region’s candidate for the National Awards.
- *Regional Selection Process Committee*. This group conducts site inspections on applicants for the Regional Awards and selects qualified applicants to contend against other applicants for the Regional Awards.
- *Selection Process*. This is the process of selecting qualified applicants to join the Regional Awards.

Qualifications

1. The ICT Innovations Awards is open to all DepEd personnel.
2. There will be two (2) major categories:
 - a. *ICT Innovations 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 Innovations for Governance*. This category features ICT ingenuities that further improve DepEd services in the schools, division, and regional levels.
3. Each project may have an infinite number of proponents; the school/office, however, must designate a maximum of two proponents (including the ICT coordinator) as project heads.
4. All projects must be already operational and sustainable for at least **six calendar months from the time of the application**.
5. Applicants must submit necessary documentation to support their project’s existence and sustainability.
 - a. Documentation includes:
 - i. Monitoring and Evaluation (M&E) files; and
 - ii. A five- to ten-minute video presentation of the project.
6. Failure to meet the basic qualifications of the Awards, including submitting documentation that proves the existence and sustainability of the project, **shall disqualify the applicants from joining the Awards**.

Mechanics

1. The Awards will be in two levels, namely: the *Regional Awards* and the *National Awards*.
2. In an unlikely event of any dispute or appeal, any decisions made by juries in both the Regional and the National Awards, and any consensus said juries make hereto, are **final, non-negotiable, and irrevocable**.

Regional Awards Judging

1. Upon receipt of applications to the Awards from schools and/or divisions, the *Regional Selection Process Committee* (RSPC) shall conduct site inspections of applicant projects from the Divisions, and assess the eligibility of the applicants to qualify to the Regional Awards.
 - a. The RSPC shall consist of jurors from both within DepEd (for example, the RO - assuming they are not already an applicant) and outside of it (for example, community stakeholders).
 - b. The RSPC reserves the right to disqualify applicants from joining the Regional Awards, in accordance with the qualifications and the criteria for judging.
2. The Regional ICT Innovations Awards Jury shall compose of three jurors per category (three for *ICT Innovations for Teaching and Learning* and three for *ICT Innovations for Governance*).
3. The Regional Jury shall consist of jurors from both within DepEd (for example, the RO [if they are not already an applicant] or the CO) and outside of it (for example, community stakeholders).
4. From among the qualified applicants, the Regional Awards will select one candidate to represent the region for *ICT Innovations for Teaching and Learning*, and one candidate as its representative for *ICT Innovations for Governance*.
5. All ROs must submit the report of the Regional Awards to the National ICT Summit Organizing Committee **on or before 24 November 2017**.
 - a. The report must include proceedings of the Regional Summit, list of attending delegates, results of the Regional Awards, documentation of their candidate project (including the M&E files and the video presentation).
 - b. ROs must send the report and its attachments by email to ictsummit@deped.gov.ph.

National Awards Judging

1. The National Awards will have 17 candidates per region in *ICT Innovations for Teaching and Learning*, and another 17 candidates for each region in *ICT Innovations for Governance*.
2. The National Awards shall consist of two juries:
 - a. The *Experts Jury*, which will include three jurors for *ICT Innovations for Teaching and Learning* and three jurors for *ICT Innovations for Governance* for each cluster (Luzon, Visayas, and Mindanao); and
 - b. The *People's Jury*, where each RO will select three of their delegates for the National Summit as jurors for *ICT Innovations for Teaching and Learning* and another three for *ICT Innovations for Governance*.
 - c. See *ICT Innovations Awards: List of National Juries* for the detailed breakdown of the Expert Jury and the People's Jury.

3. The Experts Jury and the People's Jury shall review the documentation of each candidate separately, in the following approach:
 - a. Judging sessions for all candidates shall be on **6 December 2017** during the *ICT Innovations Awards Judging Day*.
 - b. Each candidate will have up to **15 minutes** to present their project before and answer questions from their assigned juries.
 - c. The Experts Jury will review candidates' documentation according to their assigned cluster.
 - i. The *Experts Jury for Luzon* will judge candidates from Regions I, CAR, II, III, NCR, IV-A, IV-B, and V;
 - ii. The *Experts Jury for Visayas* will judge candidates from Regions VI, VII, and VIII; and
 - iii. The *Experts Jury for Mindanao* will judge candidates from Regions IX, X, XI, XII, CARAGA, and ARMM.
 - d. The People's Juries from their respective cluster will review documentation of candidates from other clusters.
 - i. People's Juries from Visayas and Mindanao will judge candidates from Luzon (Regions I, CAR, II, III, NCR, IV-A, IV-B, and V);
 - ii. People's Juries from Luzon and Mindanao will judge candidates from Visayas (Regions VI, VII, and VIII); and
 - iii. People's Juries from Luzon and Visayas will judge candidates from Mindanao (Regions IX, X, XI, XII, CARAGA, and ARMM).
 - e. The overall score for each candidate shall come from 50% of the average score of the Experts Jury, and 50% from the average score of their assigned People's Juries.
 - f. The candidate with the highest overall score within their cluster in the *ICT Innovations for Teaching and Learning* category shall receive the *Best ICT Innovation Award for Teaching and Learning* for their cluster, while that from the
 - g. Candidates from each cluster who amassed the highest average score from their assigned People's Juries shall receive *People's Choice Awards*.

National Awards Proper

1. All candidates shall present their respective projects in the *Learning Market* exhibit at the sidelines of the National Summit.
 - a. The region with the most number of votes from all delegates during the Summit shall receive the *Best Regional Booth for the Learning Market* award.
2. During the ICT Innovations Awards Gala, the top six candidates for each category (top two from Luzon, top two from Visayas, and top two from Mindanao) shall be given the opportunity to present their projects before the plenary (with three to five minutes of stage time per candidate).
3. Winners for the National Awards shall receive their prizes during the Awards Gala or at any other venue or event at the discretion of the National ICT Summit Organizing Committee.

Criteria for National and Regional Awards

1. Listed below is the criteria for judging across both Regional and National Awards.
2. Details of the criteria, and the rubrics, are listed in *ICT Innovations Awards: Rubrics for Judging*.

ICT Innovations 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% 10%	30%
Effectiveness <ul style="list-style-type: none"> • Outcome and functionality of the project • Length of project implementation 	20% 10%	30%
Sustainability <ul style="list-style-type: none"> • Documentation (Monitoring & Evaluation files and video) • Replicability of the project • Implementing mechanisms 	10% 5% 5%	20%
Innovativeness <ul style="list-style-type: none"> • Creativity on the integration of available tools • Uniqueness of the project 	10% 10%	20%
Total		100%

ICT for Governance		
Sustainability <ul style="list-style-type: none"> • Documentation (Monitoring & Evaluation files and video) • Replicability of the project • Implementing mechanisms 	10% 10% 10%	30%
Innovativeness <ul style="list-style-type: none"> • Creativity on the integration of available tools • Uniqueness of the project 	15% 10%	30%
Achievement <ul style="list-style-type: none"> • Improvement of operations & delivery of services • Involvement level of Regional/Division/School heads & personnel 	10% 10%	20%
Effectiveness <ul style="list-style-type: none"> • Outcome and functionality of the project • Cost effectiveness of the project 	10% 10%	20%
Total		100%

Awards and Prizes

1. The *Major Awards and Prizes* for both *ICT for Teaching and Learning* and *ICT for Governance Innovations* are as follows:
 - a. Best ICT Innovation for Teaching and Learning (per cluster; cash, ICT package, one medal/person, one plaque for the office/school)
 - i. Luzon
 - ii. Visayas
 - iii. Mindanao
 - b. Best ICT Innovation for Governance (per cluster; cash, ICT package, one medal/person, one plaque for the office/school)
 - i. Luzon
 - ii. Visayas
 - iii. Mindanao
 - c. Regional Finalists (device, one medal/person, one plaque for the office/school)
2. Special Awards and corresponding prizes awaits candidates who place first in the following categories:
 - a. ICT Innovations People’s Choice for Teaching and Learning (cash, device, plaque)
 - i. Luzon
 - ii. Visayas
 - iii. Mindanao
 - b. ICT Innovations People’s Choice for Governance (cash, device, plaque)
 - i. Luzon
 - ii. Visayas
 - iii. Mindanao
 - c. Best Regional Booth for the Learning Market (cash, device, plaque)

Schedule of Activities

1. Below is the schedule of activities for the ICT Innovations Awards.

Activity	Target Date
Call for ICT Innovations Applicants	October 2017
Submission of ICT Innovation Applications	31 October 2017
Regional ICT Innovations Awards	1-15 November 2017
Submission of Regional ICT Innovation Awards Results to the National ICT Summit Organizing Committee	20-24 November 2017
National ICT Innovations Awards	7-8 December 2017



CULTIVATING A CULTURE OF
ICT EXCELLENCE



THE NATIONAL DEPED ICT SUMMIT

ICT Innovations Awards: List of National Juries

ICT Innovations for Teaching and Learning			ICT Innovations for Governance		
Expert Jury for Luzon			Expert Jury for Luzon		
Chair			Chair		
Juror			Juror		
Juror			Juror		
People's Jury from Luzon			People's Jury from Luzon		
R1	Juror		R1	Juror	
	Juror			Juror	
	Juror			Juror	
CAR	Juror		CAR	Juror	
	Juror			Juror	
	Juror			Juror	
R2	Juror		R2	Juror	
	Juror			Juror	
	Juror			Juror	
R3	Juror		R3	Juror	
	Juror			Juror	
	Juror			Juror	

ICT Innovations for Teaching and Learning

ICT Innovations for Governance

NCR	Juror	
	Juror	
	Juror	
R4-A	Juror	
	Juror	
	Juror	
R4-B	Juror	
	Juror	
	Juror	
R5	Juror	
	Juror	
	Juror	

NCR	Juror	
	Juror	
	Juror	
R4-A	Juror	
	Juror	
	Juror	
R4-B	Juror	
	Juror	
	Juror	
R5	Juror	
	Juror	
	Juror	

Expert Jury for Visayas

Expert Jury for Visayas

Chair	
Juror	
Juror	

Chair	
Juror	
Juror	

People's Jury from Visayas

People's Jury from Visayas

R6	Juror	
	Juror	
	Juror	
R7	Juror	
	Juror	
	Juror	
R8	Juror	
	Juror	
	Juror	

R6	Juror	
	Juror	
	Juror	
R7	Juror	
	Juror	
	Juror	
R8	Juror	
	Juror	
	Juror	

ICT Innovations for Teaching and Learning

ICT Innovations for Governance

Expert Jury for Mindanao	
Chair	
Juror	
Juror	

Expert Jury for Mindanao	
Chair	
Juror	
Juror	

People's Jury from Mindanao		
R9	Juror	
	Juror	
	Juror	
R10	Juror	
	Juror	
	Juror	
R11	Juror	
	Juror	
	Juror	
R12	Juror	
	Juror	
	Juror	
CARAGA	Juror	
	Juror	
	Juror	
ARMM	Juror	
	Juror	
	Juror	

People's Jury from Mindanao		
R9	Juror	
	Juror	
	Juror	
R10	Juror	
	Juror	
	Juror	
R11	Juror	
	Juror	
	Juror	
R12	Juror	
	Juror	
	Juror	
CARAGA	Juror	
	Juror	
	Juror	
ARMM	Juror	
	Juror	
	Juror	



THE NATIONAL DEPED ICT SUMMIT

Operational Schedule of Activities (as of 13 October 2017)

ICT Innovations Awards Judging Day 6 December 2017

07:00 – 08:30
Registration, Billeting, and Breakfast

08:30 – 08:45
Opening Ceremonies

08:45 – 09:00
Briefing of Juries

09:00 – 12:00
Judging Session: Mindanao

12:00 – 13:00
Lunch

13:00 – 15:30
Judging Session: Luzon

15:30 – 16:00
Break

16:00 – 17:30
Judging Session: Visayas

17:30 – 17:45
Debriefing of Juries

17:45 – 18:00
Transitioning Ceremonies

Day 1
7 December 2017

07:00 – 08:30

Registration, Billeting, and Breakfast

08:30 – 08:45

Opening Ceremonies

08:45 – 09:15

Message from the Secretary

Leonor Magtolis Briones
Secretary of Education

09:15 – 09:45

Imbibing the Culture of ICT Excellence in DepEd

Alain Del B. Pascua
Undersecretary for Administration

09:45 – 10:00

Break

10:00 – 11:00

Education Technologies Feasible in the Philippine Context

Miguel Q. Rapatan
Director, Academic Support for Instructional Services and Technology, De La Salle University

11:00 – 12:00

Educational Technology Leadership for the K-12 Program

Allan G. Farnazo
Regional Director, DepEd Northern Mindanao

12:00 – 13:00

Lunch

13:00 – 14:00

Digital Citizenship, Cybersecurity, and Data Privacy

Raymund E. Liboro
Chair, National Privacy Commission

14:00 – 15:00

Teach with Tech: Educational Tools for the 21st Century Classroom

Host:

Clarissa Segismundo | *Education Programs Lead, Microsoft Philippines*

Panelists:

Winona Diola | *Metrobank Most Outstanding Teacher 2016*

Vilma Eda | *Schools Division Superintendent, Provincial Schools Division of Ilocos Norte*

Laricile Ganiron | *Master Teacher, CENTEX Manila*

15:00 – 17:30

ICT Innovations Awards: The Learning Market

Day 2
8 December 2017

07:00 – 08:30

Registration and Breakfast

08:30 – 09:00

Recap

09:00 – 10:00

Promoting Excellence through ICT Learning Action Cell

Dina S. Ocampo

Faculty, University of the Philippines

10:00 – 10:15

Break

10:15 – 11:15

ICT for Governance through the Lens of the Commission on Audit

Michael G. Aguinaldo

Chair, Commission on Audit

11:15 – 12:15

Showcase of DepEd Achievements and Plans for Education ICT

Aida C. Yuvienco

Director IV, Information and Communications Technology Service

12:15 – 13:30

Lunch

13:30 – 16:30

ICT Innovations Awards: The Awards Gala

16:30 – 17:30

Closing Ceremonies



THE DEPED ICT SUMMITS

ICT Innovations Awards

Rubrics for Judging

Teaching and Learning

Project ID	
Name of Project	
School	
Division	
Region	
School Head	
Proponents	



Criteria		Score	Score	Score	Score	% of Total Score	Notes
		4	3	2	1		
Achievement (30%)	Participation of school management	The school management is fully and visibly involved in all areas of the project, including conceptualization, implementation, and evaluation.	The school management is directly and visibly involved in at least two areas of the project, (conceptualization, implementation, and evaluation).	The school management is partly involved in the project, or is visibly involved in at one area of the project, (conceptualization, implementation, and evaluation).	The participation of the school management is not at all visible at any areas of the project (conceptualization, implementation, or evaluation).	10%	
	Promoting usage of DCP packages	The project integrates 100% usage of equipment and knowledge embodied in the DCP package provided to the school.	The project integrates at least 50-75% usage of equipment and knowledge embodied in the DCP package provided to the school.	The project integrates 25-49% usage of equipment and knowledge embodied in the DCP package provided to the school.	The project exhibited very little to no usage of equipment and knowledge embodied in the DCP package.	10%	
	Support of the school communities	The school community exhibits full support and is fully and visibly involved in all areas of the project, including conceptualization, implementation, and evaluation.	The school community exhibits support and is directly and visibly involved in at least two areas of the project (conceptualization, implementation, and evaluation).	The school community exhibits partial support and is directly and visibly involved in at least one area of the project (conceptualization, implementation, and evaluation).	The support and participation of the school community is not at all visible at any areas of the project (conceptualization, implementation, or evaluation).	10%	
Effectiveness (30%)	Outcome and functionality of the project	The project significantly realized a highly conducive and beneficial learning experience to the learner (e.g., added engagement, improved attendance, etc.); such experience is well documented and validated (e.g., increase in achievement levels).	The project demonstrated a tangible effect on the learner's learning experience, and such an effect is well documented and validated.	The project demonstrated a tangible effect on the learner's learning experience; while it relies on insufficient documentation, feedback and validation come from reliable sources.	The project demonstrated a minimal effect on the learner's learning experience; feedback and validation is unreliably sourced out.	20%	



Criteria		Score	Score	Score	Score	% of Total Score	Notes
		4	3	2	1		
Effectiveness (30%)	Length of project implementation	The project is operational for three full school years or more.	The project is operational for two full school years.	The project is operational for one full school year.	The project is operation for less than one full school year, but for at least six full months.	10%	
Sustainability (20%)	Documentation (Monitoring & Evaluation files and video)	The documentation provided clearly provides the project's cost-effectiveness and impact in the community by documenting its set of objectives, performance indicators, logical framework, and formal surveys, among others. Video shows complete and logical presentation of the project – from planning, implementation, impact to teachers, learners, administrators, parents and school community until its current status. All sources and media used were properly cited.	The project was able to document its set of objectives, performance indicators, logical framework, and formal surveys, among others, but shows minimal proof of cost-effectiveness and impact in the community. Video presentation shows a complete presentation – it includes planning, implementation, impact to teachers, learners, administrators, parents and/or school community until its current status – yet the presentation is not logical. All sources and media used were properly cited.	The project was able to document its set of objectives, performance indicators, and logical framework, among others, but failed to document its cost-effectiveness and impact in the community. Video presentation is incomplete and in illogical order. Some sources and media used were properly cited.	The project failed to submit any Monitoring and Evaluation documentation in any form. Video presentation (if at all existent) is incomplete and in illogical order. No sources and media used were properly cited.	10%	
	Replicability of the project	Based on the documentation provided, the project can be replicated and for use in a large scale in any school using minimum requirements that can be adopted by all, regardless of jurisdiction or specific purpose.	Based on the documentation provided, the project can be replicated and for use in any school using minimum requirements that can be adopted by schools in a large scale within a specific jurisdiction (Divisions, Regions).	Based on the documentation provided, the project can only be used in small scale using minimum requirements that can be adopted by schools within a jurisdiction (schools).	Based on the documentation provided, the project can only be used by the process owner/s without regard to other jurisdictions or purposes.	5%	

Criteria		Score	Score	Score	Score	% of Total Score	Notes
		4	3	2	1		
Sustainability (20%)	Implementing mechanisms	The project is thoroughly embedded in the Region's/Division's/School's workflow process; its usage forms a significant part of the user's duties and responsibilities, and policies and procedures govern its usage.	The project is embedded in the Region's/Division's/School's workflow process, and its usage forms part of the user's duties and responsibilities, but no existing policies and procedures govern its usage.	The project may reflect the workflow process of the Region/Division/School, but its usage can fall outside of the user's duties and responsibilities, and misses out essential policies and procedures.	The project does not reflect in the workflow process of the Region/Division/School; its usage is outside of the user's duties and responsibilities, and fails to adhere to policies and procedures.	5%	
	Creativity on the integration of available tools	The proponent used 100% of their materials/tools from available resources of the school and/or community, and spent additional costs very sparingly to implement the project.	The proponent used at least 75% of materials/tools from available resources of the school and/or community, and spent up to 25% of the project's costs.	The proponent used at least 50% of materials/tools from available resources of the school and/or community, and spent up to 50% of the project's costs.	The proponent failed to use materials/tools from available resources of the school and/or community, and spent on all materials/tools to implement the project.	10%	
Innovativeness (20%)	Uniqueness of the project	The project exhibits significant originality compared to other competing projects.	While the project exhibits a degree of originality, it shares a few components with other competing projects.	The project shares most of its components with other competing projects, and manifests a poor attempt at being original.	The project shares too many components with other competing projects, and manifests a poor attempt at being original.	10%	
Total						100%	





THE DEPED ICT SUMMITS

ICT Innovations Awards

Rubrics for Judging

Governance

Project ID	
Name of Project	
School	
Division	
Region	
School Head	
Proponents	



Criteria		Score	Score	Score	Score	% of Total Score	Notes
		4	3	2	1		
Sustainability (30%)	Documentation (Monitoring & Evaluation files and video)	The documentation provided clearly provides the project's cost-effectiveness and impact in the community by documenting its set of objectives, performance indicators, logical framework, and formal surveys, among others. Video shows complete and logical presentation of the project – from planning, implementation, impact to teachers, learners, administrators, parents and school community until its current status. All sources and media used were properly cited.	The project was able to document its set of objectives, performance indicators, logical framework, and formal surveys, among others, but shows minimal proof of cost-effectiveness and impact in the community. Video presentation shows a complete presentation – it includes planning, implementation, impact to teachers, learners, administrators, parents and/or school community until its current status – yet the presentation is not logical. All sources and media used were properly cited.	The project was able to document its set of objectives, performance indicators, and logical framework, among others, but failed to document its cost-effectiveness and impact in the community. Video presentation is incomplete and in illogical order. Some sources and media used were properly cited.	The project failed to submit any Monitoring and Evaluation documentation in any form. Video presentation (if at all existent) is incomplete and in illogical order. No sources and media used were properly cited.	10%	
	Replicability of the project	Based on the documentation provided, the project can be replicated and for use in a large scale in any school using minimum requirements that can be adopted by all, regardless of jurisdiction or specific purpose.	Based on the documentation provided, the project can be replicated and for use in any school using minimum requirements that can be adopted by schools in a large scale within a specific jurisdiction (Divisions, Regions).	Based on the documentation provided, the project can only be used in a small scale using minimum requirements that can be adopted by schools within a jurisdiction (schools).	Based on the documentation provided, the project can only be used by the process owner/s without regard to other jurisdictions or purposes.	10%	



Criteria		Score	Score	Score	Score	% of Total Score	Notes
		4	3	2	1		
Sustainability (30%)	Implementing mechanisms	The project is thoroughly embedded in the Region's/Division's/School's workflow process; its usage forms a significant part of the user's duties and responsibilities, and policies and procedures govern its usage.	The project is embedded in the Region's/Division's/School's workflow process, and its usage forms part of the user's duties and responsibilities, but no existing policies and procedures govern its usage.	The project may reflect the workflow process of the Region/Division/School, but its usage can fall outside of the user's duties and responsibilities, and misses out essential policies and procedures.	The project does not reflect in the workflow process of the Region/Division/School; its usage is outside of the user's duties and responsibilities, and fails to adhere to policies and procedures.	10%	
Innovativeness (30%)	Creativity on the integration of available tools	The proponent used 100% of their materials/tools from available resources of the school and/or community, and spent additional costs very sparingly to implement the project.	The proponent used at least 75% of materials/tools from available resources of the school and/or community, and spent up to 25% of the project's costs.	The proponent used at least 50% of materials/tools from available resources of the school and/or community, and spent up to 50% of the project's costs.	The proponent failed to use materials/tools from available resources of the school and/or community, and spent on all materials/tools to implement the project.	15%	
	Uniqueness of the project	The project exhibits significant originality compared to other competing projects.	While the project exhibits a degree of originality, it shares a few components with other competing projects.	The project shares most of its components with other competing projects, and manifests a poor attempt at being original.	The project shares too many components with other competing projects, and manifests a poor attempt at being original.		
Achievement (20%)	Improvement of operations & delivery of services	The implementation of the project effected 75-100% improvement in operations and delivery of services.	The implementation of the project effected 50-74% improvement in operations and delivery of services.	The implementation of the project effected 25-49% improvement in operations and delivery of services.	The implementation of the project effected 1-24% improvement in operations and delivery of services.	10%	



Criteria		Score	Score	Score	Score	% of Total Score	Notes
		4	3	2	1		
Achievement (20%)	Involvement level of Regional/Division/School heads & personnel	Heads and personnel in the Region/Division/School are fully and visibly involved in all areas of the project, including conceptualization, implementation, and evaluation.	Heads and personnel in the Region/Division/School are directly and visibly involved in at least two areas of the project (conceptualization, implementation, and/or evaluation).	The participation of personnel in the Region/Division/School are evident, but heads are partly involved in the project, or are visibly involved in one area of the project (conceptualization, implementation, or evaluation).	The participation of personnel in the Region/Division/School may be evident, but that of heads is not at all visible in any area of the project (conceptualization, implementation, or evaluation).	10%	
	Outcome and functionality of the project	The project is operational and successfully implemented by all of its intended users.	The project was successfully implemented and currently being utilized by its intended users, but evaluation of the project has yet to be done.	The project is operational and used by its intended implementers, but evaluation of the project has not yet been done.	The project is operational, but not by its intended implementers. No evaluation has been done.		
Effectiveness (20%)	Cost effectiveness of the project	The implementation of the project substantially lowers operations/delivery costs compared to using previous approaches.	The implementation of the project slightly lowers operations/delivery costs compared to using previous approaches.	The implementation of the project does very little to nothing to lower usual operations/delivery costs compared to using previous approaches.	The implementation of the project increases operations/delivery costs compared to using previous approaches.	10%	
Total						100%	

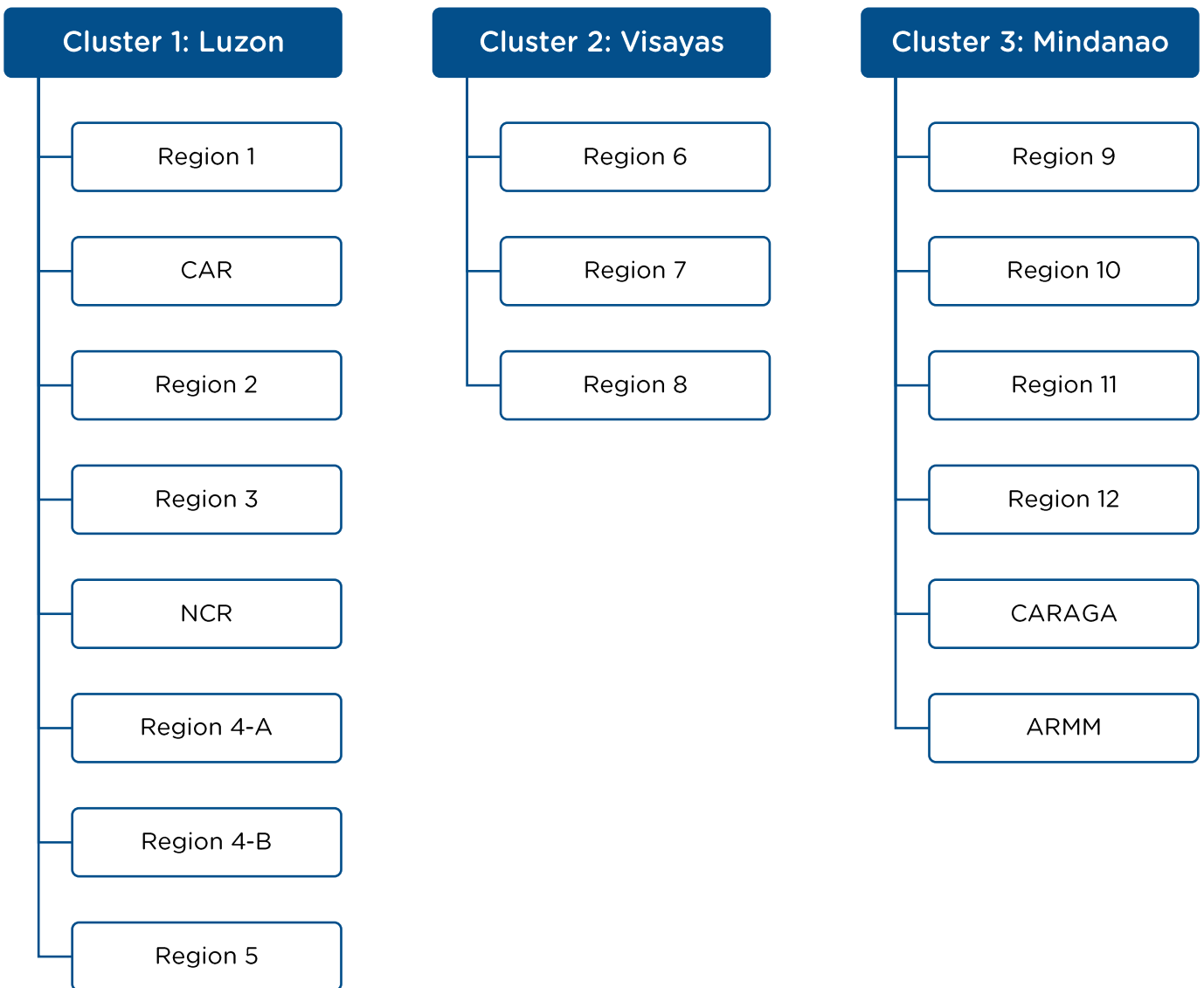




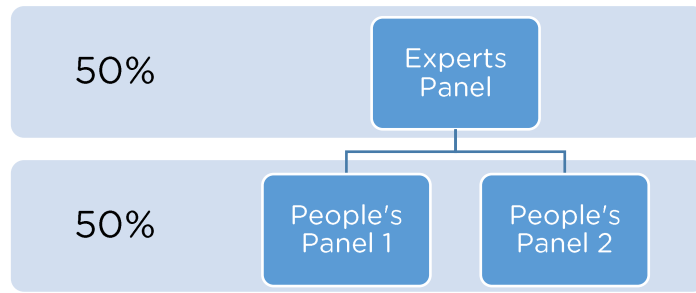
THE NATIONAL DEPED ICT SUMMIT

ICT Innovations Awards: Judging Mechanism Diagrams

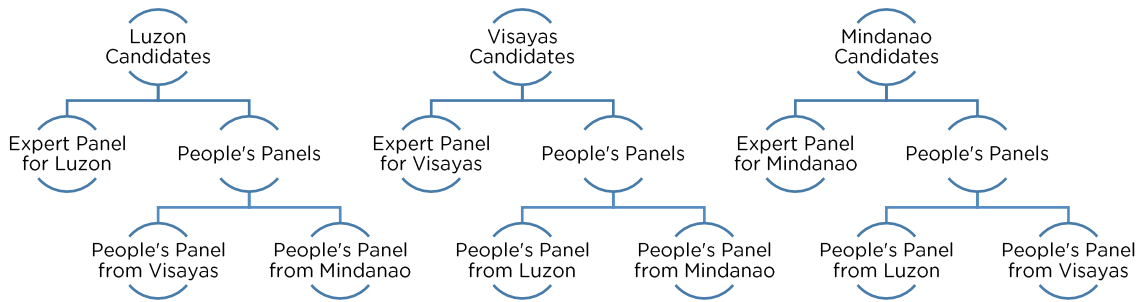
Clustering



Distribution of Scores



Assigned Juries

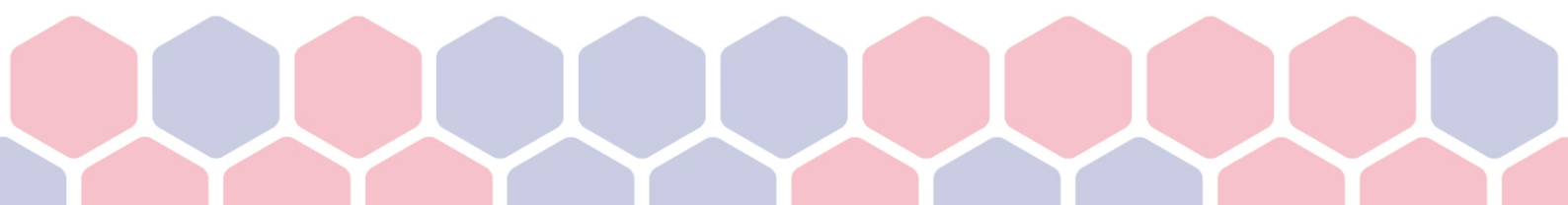




THE REGIONAL DEPED ICT SUMMITS

Terms of Reference of the Regional ICT Summit Organizing Committees

Committees	Duties and Responsibilities
The Regional ICT Summit Organizing Committee	<ul style="list-style-type: none"> ➤ Provides overall direction in the development and implementation of plans for the Regional Summits ➤ Reviews and approves plans for the conduct of the Regional Summit, including choice of speakers, guests, and other resource persons ➤ Monitors the progress of planned activities ➤ Carries out tasks relevant to the above
Program and Invitation	<ul style="list-style-type: none"> ➤ Prepares and sends letters of invitation to target delegates, guests, and speakers ➤ Follows up and confirms attendance of all invited delegates, guests, and speakers ➤ Coordinates and finalizes the venue of the Regional Summit with venue management ➤ Prints the program and invitation ➤ Contacts the invited guests ➤ Carries out tasks relevant to the above
Registration Secretariat	<ul style="list-style-type: none"> ➤ Prepares directory of delegates and guests ➤ Devises mechanisms and prepare materials for registration ➤ Ensures an orderly and systematic manner of registration of delegates ➤ Ensures that Regional Summit kits are prepared for distribution ➤ Prepares certificates of participation and appearance for distribution ➤ Carries out tasks relevant to the above
Documentation	<ul style="list-style-type: none"> ➤ Gathers all materials presented by the speakers ➤ Organizes and consolidate the Regional Summit materials ➤ Documents the Regional Summit (through transcript, photo, and video coverage) ➤ Carries out tasks relevant to the above
Supplies and Logistics	<ul style="list-style-type: none"> ➤ Prepares list and specifications of supplies and materials needed during the Regional Summit ➤ Purchases supplies and materials ➤ Ensure that supplies and materials are readily available at all times ➤ Identifies equipment required during the Regional Summit



Committees	Duties and Responsibilities
	<ul style="list-style-type: none"> ➤ Hires vehicles to be used by the guests, technical working groups, equipment, materials, and supplies ➤ Reproduces materials for distribution to delegates and other guests ➤ Carries out tasks relevant to the above
Reception/Ushering	<ul style="list-style-type: none"> ➤ Coordinates the arrival of guests and delegates ➤ Monitors the seating designations of guests and delegates ➤ Attends to the needs of guests and delegates ➤ Carries out tasks relevant to the above
Food and Accommodation	<ul style="list-style-type: none"> ➤ Coordinates food and beverage options under the supervision of the Organizing Committee ➤ Prepares the list of guests and other delegates ahead of time for accommodation ➤ Coordinates and assigns venue staff for the billeting of delegates/guests ➤ Ensures that all guests, speakers, and other delegates are provided with food and beverages ➤ Carries out tasks relevant to the above
Finance	<ul style="list-style-type: none"> ➤ Prepares and processes disbursement vouchers ➤ Disburses Summit funds to persons involved for payment of bills, specifically accommodation, transportation, miscellaneous fees, and other expenses relevant to the Regional Summit ➤ Processes and distributes professional fees of speakers, resource persons, and other individuals involved (if any) ➤ Coordinates the procurement of materials and services (venue, board and lodging, supplies, etc.) ➤ Carries out tasks relevant to the above
Welfare/Medical	<ul style="list-style-type: none"> ➤ Provides or coordinates medical services to guests and delegates as the need arises ➤ Carries out tasks relevant to the above

