



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IV-A CALABARZON  
Division Of Rizal  
District of San Mateo II  
**STO. NIÑO ELEMENTARY SCHOOL**



**SCHOOL MEMORANDUM**

No. 12, 2019

To: **STO. NIÑO ES Teachers, EPP Subject Teachers**

From: **MARLON S. MARQUEZ Ph.D**  
Principal I

  
**ROBERTO U. EUROLFAN**  
ICT Coordinator

Cc:   
**FEB/E J. JOCSAN**  
ICT Coordinator

Subject: **TEACHERS / TEACHING ASSISTANT ICT SKILLS SURVEY**

Date: August 1, 2019

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1. Based on Meetings of ICT District of San Mateo, all respective coordinator should have a School Based Action Cell for Teacher needs in ICT.
  2. To enable teachers to self-report their levels of ICT knowledge and skill, the ways in which they use ICT and the extent to which they promote the use of ICT in student learning and to identify any factors that impact on each of these.
  3. The Survey will predicate what content needed to conduct ICT Teachers Skills needed:
    - a) To provide a valid and reliable assessment of the level and nature of ICT knowledge and skills among school teachers
    - b) To establish to what extent teachers are integrating their ICT knowledge and skills in classrooms;
    - c) To identify factors seen by teachers' as impacting on the development of ICT competence and its integration in teaching and learning
    - d) To determine potential ICT support and development strategies to enhance effectiveness in the future.
    - e) engage teachers more using ICT programs, equipment and facility for pupils learnings
  4. Statistical validation of the ICT Teacher Survey results against the outcomes of the objective online test of ICT skill which indicated that responses given to ICT Teacher Survey items provide an accurate measure of teachers' ICT knowledge and skills.

## Survey Form Using GOOGLE FORM

**Teachers / Teaching Assistant ICT Skills Survey**

Please click on the relevant options, and thank you for taking part in this survey.

Surname, Given Name, Middle Initials				Gender			
				Female	Male		
Position	Teacher 1	Teacher 2	Teacher 3	Master Teacher 1	Principal	Non-Working Personnel	
DepEd Email							
<b>1. The purpose of this survey is to help identify ICT needs and to plan or develop training. Please click on your level of confidence.</b>							
• Loading a program			1 - no confidence	2 - a little confidence	3 – ok	4 - quite good	5 - very confident
Connecting a computer and peripherals							
<b>2. Word Processing</b>							
<i>Microsoft Word, Open Office Word, WPS word, MAC word, etc..</i>							
• Understanding how a word processor program can be used							
• Use simple editing, e.g. bold, centering, etc.							
• Using Page Boarder Design							
• Import text & images into word processed documents precisely							
• Lay out text and pictures to where you want							
• Publish work using multimedia/hypermedia							
<b>3. Spreadsheets</b>							
• Understand how a spreadsheet can be used							
• Set up a spreadsheet							
• Use a spreadsheet to produce charts							
• Input formulae							
• Use a spreadsheet to make predictions							
• Use simulations within spreadsheets							
<b>4. Paint packages</b>							
• Understanding of how a painting package can be used							
• Using a range of tools e.g. brush, colour chart etc.							
• Understanding how a drawing package can help you							
• Understanding the differences between drawing and painting packages							
• Exporting images and text between drawing and painting							
<b>5. Internet and E-Mail</b>							
• Using search engines to find information							
• Using Bookmarks							
• Downloading information and							

images from the Internet					
• Publishing Work on the Internet					
• Understanding of how e-mail can be used					
• Sending and receiving e-mail					
• Attach files to outgoing e-mails					
• Saving files attached to incoming e-mails					
• Creating groups for sending e-mail to a group of individuals					
<b>6. Using ICT for Planning, Teaching, Assessing and evaluation</b>					
• Understand the advantages and disadvantages of ICT					
• Compare different software packages					
• Knowledge of how ICT can help pupils with ICT					
• Plan progressively more difficult ICT activities					
• Plan ICT across the curriculum					
• Planning ICT lessons					
• Teaching ICT skills					
• Extending pupils learning in a subject through the use of ICT					
• Organise and manage the use of ICT in the classroom					
• Teaching whole class lessons using ICT					
• Assess pupils ICT capabilities					
• Assess the contribution ICT has made to the learning of a subject					
• Judge how the use of ICT can alter expectations of pupils' attainment					
<b>others to develop ICT skills</b>					

EXECUTIVE COMMITTEE

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