



Office of the Secretary

DEC 27 2005

DepED MEMORANDUM
No. 381, s. 2005


ONLINE EVALUATION ON THE USE OF ICT IN TEACHING AND LEARNING

To: Bureau Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepED) will conduct the online survey on the use of ICT in teaching and learning among selected computer recipient public elementary and secondary schools/learning centers.
2. The activity aims to: (a) track the development and status of computers and internet connectivity in the public schools/learning centers; (b) monitor and evaluate the use of ICT in teaching and learning; and (c) identify issues/problems/concerns and corresponding creative solutions in the management of technology environment in the school/learning center.
3. The Regional ICT Coordinator of each of the 17 regions will identify at random two schools divisions. Each schools division, with the assistance of the Division ICT Coordinator, shall select at random two (2) computer recipient schools/learning centers each from among public elementary and secondary schools/learning centers. For each selected school/learning center the Division ICT Coordinator will select at random only one class section in any randomly selected grade/year level. The randomly selected pupils/students/OSY and adults from the selected class section shall now accomplish the attached pupils/students/OSY and adult survey instruments (Enclosure No. 3) together with all of the class sections/learning centers teachers/learning facilitators (Enclosure No. 2) and that of the school head (Enclosure No. 1).
4. The accomplished instruments will have to be tallied and reported by the school/learning center ICT Coordinator, then relay the said report to the Division ICT Coordinator who will report online through MONET (Monitoring Network) to the Regional ICT Coordinator who, in turn, shall relay online to the National ICT Coordinator (c/o DepED-TS-EID) on or before January 20, 2006.
5. The activity is supposed to be part of the one (1) teaching load less of the school/learning center ICT Coordinator (or computer lab coordinator) similar to that of the privilege of the school organ or science/math club adviser. This activity shall be considered as plus factor in the teachers performance rating.

6. For more information, please contact Mr. Jesus L. Huenda, Curriculum Development Division, Bureau of Secondary Education, DepED Central Office, Pasig City, tel. no. (02) 632-7746.

7. Immediate dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encls:

As stated

Reference:

N o n e

Allotment: 1- -(D.O. 50-97)

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

✓INFORMATION TECHNOLOGY
✓SCHOOLS

Retyped by: Maricar/DM-ICT
12-22-05/computer: madel

(Enclosure No. 1 to DepED Memorandum No. 381, s. 2005)

Survey Instrument – Part II for Heads of Schools

II.1. Country:

II.2. Name of School:

II.3. Address:

II.4. Telephone No. _____ **;** **Fax No.** _____ **;** **E-mail:**
 _____ **;** **Website URL** _____

II.5. Type of area where school is located:

- urban
- semi-urban
- rural
- minority area (can check with urban, semi-urban or rural)

II.6. Type of school:

- government or public
- private

II.7. Academic level offering (please check all that apply.)

- Preschool
- primary
- secondary
- post secondary
- nonformal education

II.8 Enrolment totals

	Preschool	Primary	Secondary	Post	Nonformal
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				secondary	
Male					
Female					

II.9.Total number of School Personnel (includes teaching, non-teaching, and administrative). (Answer only academic level applicable to your school.)

	Teaching	Non-Teaching	Administrative
Pre-school			
Primary			
Secondary			
Non-formal			

II.10. Do you have an ICT Department or Unit?

Yes No

II.11. Is there an ICT Coordinator?

Yes No

11.12.Does the school have an ICT Master Plan?

Yes No

II.13. Please attach ICT Master Plan document here

II.14. Is there a school budget for the implementation of the school ICT plan?

Yes No

II.14.a If yes, how much? _____

II.14.b If no, what are the other sources of funds?

II.15.Of the total number of school personnel, please indicate the following:

	With ICT Training		Without Training
	During Pre-service	While in-service The past 3-years	
Teaching staff			
Non-teaching staff			

Administrative staff			
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II.16. For school staff with training, please indicate number with corresponding level of expertise in ICT use.

	Excellent	Very Good	Good	Fair	No capability
Teaching					
Non-Teaching					
Administrative					

Definitions

- **Fair** – being able to operate basic computer functions and Word processing application
- **Good** – Being able to operate at least three MS Office applications (MS Word, Excel, PowerPoint) and use these for preparing lessons, to make classroom presentation, etc
- **Very Good** – All of the above skills used for teaching including the regular use of e-mail and Internet resources
- **Excellent** – all of the above including use of e-mail, Internet surfing and searching; use of ICT in teaching any subjects; development of web pages; participation in e-learning and putting class online

II.17. Please check under the appropriate column if the following ICT facilities are available in your available in school. Also please indicate number of units available (to be collected with the help of a technical person)

	Available		Number of units
	Yes	No	
Overhead projector			
TV			
VCD			
VHS			
DVD			
Video camera			
Photo camera			
Radio/cassette player			

Digital photocopier			
Multimedia projector			
LCD Projector			
Computers:			
Desktop			
Laptop			
Handheld/PDA			
Computer printer:			
Colour printer			
Black and white printer			
Dot matrix			
Laser printer			
Ink jet			
Bubble jet			
Scanner			
CD writer			
Computer speaker			

(As baseline data, we need to know how many are available in schools whether for educational purpose only or not, as sometimes schools with less facilities use both ICT equipment for educational and administration/management purposes.)

II.18. Where are the computers located in school?

- Computer laboratory
- Classroom
- Teacher's lounge
- Administrator's office
- Library
- Others (please specify)
-

II.19 How long has the school had the computers?

- Less than 1 year
- 1-2 years
- 2-4 years
- 4-8 years
- More than 8 years

II.20 What kind of operating system do you use in schools?

- Windows
- Linux
- Apple Macintosh
- Unix
- DOS
- Others

11.21 The school's computer networking environment is:

- All the computers are networked
- Some of the computers are networked
- None of the computers are networked

II.22. Does your school have access to:

	Yes	No
Reliable Electricity a) Generated power at school b) Connection to electrical grid c) UPS d) Solar e) Wind		
Landline Telephones		
Mobile phones		
Fax machines		
Internet		
Satellite connections		
Cable TV		

II.23 How many students have access to the school's computers?

- None
- About 10 percent
- About 25 percent
- About 50 percent
- About 75 percent
- All students

II.24 How many teachers have access to the school's computers?

- None
- About 10 percent
- About 25 percent
- About 50 percent
- About 75 percent
- All teachers

II.25. Do your teachers and students have access to the use of ICT facilities after school hours?

- No, they are never accessible
- They are sometimes accessible
- They are always accessible
- They are accessible for a fee

II.26. Is your school implementing the national/regional/provincial policy on ICT in education?

- yes no

If no, why? Please provide reasons below:

II.27. How does your school implement the policy on ICT in education? (please check all that apply).

- by offering separate computer courses

- by using ICT in teaching specific subjects
- by using ICT in the management and administration of schools
- by training teachers on ICT
- others (please specify)

II.28. Does your school offer ICT courses/computer education and ICT-based lessons/ activities?

- yes no (if no, please proceed to question no. 21)

If yes, how are these offered? Also please indicate number of hours allotted for the course.

- as a separate subject no. of hours/subject
- integrated with other subjects approximate no. of minutes of integration per subject
- as an elective no. of hours
- integrated with elective subjects approximate no. of minutes of integration per elective subject
- as a special programme no. of hours
- others (please specify) don't know
- don't know

II.29. In which classes or subjects in your school are computers and related technologies used?

- | | ALWAYS | A LOT | SOMETIMES | RARELY | NEVER |
|--|---------------|--------------|------------------|---------------|--------------|
| <input type="checkbox"/> ICT subject | | | | | |
| <input type="checkbox"/> Mathematics | | | | | |
| <input type="checkbox"/> Science | | | | | |
| <input type="checkbox"/> Social sciences | | | | | |
| <input type="checkbox"/> Local language | | | | | |

- English
- Art
- Music

II.30. For what purposes do your school use ICT? (You may check more than one purpose as applicable and indicate the level of schooling where such purpose holds true.) Please reply to each only if there is about 25-100% of the total teachers doing it

- Learning enrichment or learning new things
- Remedial learning
- Regular instruction and training for developing computer skills (i.e., teaching about computers - computer literacy, computer science and programming)
- Finding/accessing information and researching through Internet
- Communicating with others
- As teaching/learning tool for teaching specific subjects
- Development of logic, reasoning, critical thinking and problem solving competence
- Development of ability to use basic application programs (i.e., word processing, database management, spreadsheets, presentation, graphics, etc.)
- For playing games and fun
- Helping with school administration and management
- Using in test administration, scoring and analysis
- Tracking of pupil/ student performance levels, instructional objectives mastered, instructional objectives currently active, and suggested instructional activities
- Others (please specify)
-

II.31. Do you collect fees for:

	Yes	No
Computer fee in general	<input type="checkbox"/>	<input type="checkbox"/>
Computer courses?	<input type="checkbox"/>	<input type="checkbox"/>

Use of computers after class by students?	<input type="checkbox"/>	<input type="checkbox"/>
Use of Internet after class by students?	<input type="checkbox"/>	<input type="checkbox"/>
Use of computers by non-formal classes	<input type="checkbox"/>	<input type="checkbox"/>

II.32. Describe your Internet connection arrangement with your ISP (Internet Service Provider) and indicate speed/ bandwidth. (Please check all that apply.)

	Speed/bandwidth
<input type="checkbox"/> dial up	<input type="text"/>
<input type="checkbox"/> dedicated dial up	<input type="text"/>
<input type="checkbox"/> leased line	<input type="text"/>
<input type="checkbox"/> ISDN	<input type="text"/>
<input type="checkbox"/> DSL	<input type="text"/>
<input type="checkbox"/> Cable modem	<input type="text"/>
<input type="checkbox"/> Wireless	<input type="text"/>

II.33. How many hours in a month does your school access the Internet?

II.34. How many computers are connected to the Internet either as

Stand alone Networked

II.35. Who pays for the Internet connection in your school?

the school via tuition fee collections

local government units through the school board

the national government as included in the budget appropriations

Parent-teacher association

others (please specify)

II.36. Does your school have a website and e-mail?

a) With website Yes No

b) With email Yes No

II.37. Does your school have educational software applications (CD ROM and videos) for teaching and learning?

Yes No

If yes, please list down below software applications being used and indicate if these are commercial software or developed in-house and in which language of instruction

II.38. Does the school have a code of conduct for use of computers and Internet?

YES No

II.39. Please approximate number of hours allocated for use of X number of computers and related ICTs by students in the school per year

TO BE FILLED OUT IF SCHOOL HAS NOT OFFERED OR INTRODUCED ICT IN SCHOOLS YET

II.40. When do you plan to offer computer courses or computer-aided courses in your school ?

	Computer basic literacy in teaching	Computer use
<input type="checkbox"/> this school year students	() teachers () students	() teachers ()
<input type="checkbox"/> next school year students	() teachers () students	() teachers ()
<input type="checkbox"/> within the next five years students	() teachers () students	() teachers ()

- no such plans exist () teachers () students () teachers ()
students
- Don't know

II.41. How will computer courses/computer-aided courses as academic of subject area be offered in your school? (Please check all that apply.)

- based on the national ICT policy
- as provided for in the prescribed curriculum
- as an elective
- as a special programme others (please specify)

(Enclosure No. 2 to DepED Memorandum No. 381, s. 2005)

Survey Instrument – Part III for Teachers and Teaching Staff

(This portion is to be filled up by teachers, school librarians, guidance counselors, and others who are assigned teaching roles.)

III.1. Name of staff (optional)

III.2. Country:

III.3. Name of School:

III.4. Address:

III.5. E-mail address

III.6. Type of area where school is located:

urban

semi-urban

rural

minority area

III.7. Type of school:

public /government

private

special school

III.8. Gender:

Male

Female

III.9. Age in years:

Under 30

30-50

Over 50

III.10. Number of years in the service:

III.11. Designation:

III.12. Category: teaching non-teaching

III.13 Educational Level:

Highest degree earned:

Undergraduate degree:

Specialization:

III.14. Academic levels taught: (please check all that apply.)

- Preschool
- Primary
- Secondary
- Non-formal

III.15. In which subjects do you use ICT as teaching tool?(Check all that apply)

- Computer class
- Mathematics
- Science
- Social science
- Local language
- English
- Art
- Music
- Others (please specify) _____
- None

III.16. How many years have you been using computers?

- Less than one year
- 1-2 Years
- 2-4 Years

4-6 Years

III.17 Did you receive any training on information and communications technology before you joined the teaching profession (pre-service)?

Yes

No

If yes, please indicate the following:

Title of training received	Who provided training organizer	Total number of hours	Level of training		
			Basic	Interme- diate	Advan- ce

III.18. Did you receive any training in information and communication technology (ICT) over the past 3 years?

yes

no

If yes, please indicate the following:

Title of training received	Who provided training organizer	Total number of hours	Level of training		
			Basic	Interme- diate	Advan- ce

III.19. What are your main reasons for attending computer training?

- Financial
- Prestige
- Career enhancement
- Personal growth
- Training is required
- Others (please specify)

III.20 Please rate your expertise in the use of the following:

	Excellent	Very Good	Good	Fair	No Capability
Word processing					
Spreadsheets					
Presentation tools (PowerPoint)					
E-mailing					
Internet browsing					
Statistical tools					
Graphics					
Web page designing					
Programming					
Database management					
Project management					

III.21 How often do you use ICT tools in the following purposes:

	Very often (everyday)	Often (twice or more a week)	Seldom (a few times a month)	Never
Teaching-learning for specific subjects				
Teaching computer skills				
Finding/accessing information and educational materials				

Making presentations/lectures

Preparing lessons

Communicating with students

Communicating with other teachers

Communicating with parents

Monitoring and evaluating students' progress
or keeping track of student's performance

Preparing reports

Further personal development

Others, please specify

III.22 Please check under each column to indicate that you have/have no access to computers and Internet in the following:

Location	Computer		Internet	
	With Access	Without Access	With Access	Without Access
School				
At home				
Commercial places, e.g. cyber cafe				
ICT training course centres				
Others (pls. specify)				

III.23. Where do you use computers in school?

- Teachers lounge
 - In my office
 - Administrator's office
 - Classrooms
 - Computer laboratory
 - Library
 - Others (please specify)
-

III.24. How many hours per week are your school's computers accessible to you?

- Less than one
- 1-2
- 2-4
- 4-6
- 6-10
- More than 10

III.25. Do you use computers outside of school hours?

- Yes No

III.26 If you have access to the Internet, how often do you use in the schools?

- Never
- Once a month
- Once a week
- Several times a week
- Everyday

III.27 How do you use Internet in your job as a teacher?

- For teaching specific lessons in various subjects
- For making presentations/lectures
- For preparing lessons
- For communicating with students
- For communicating with teachers
- For accessing and using online assessment tools
- For preparing papers and teaching materials
- For collecting handouts and reference materials
- Others (please specify) _____

III.28. Do you have an email address?

- Yes no

III.29. Do you maintain a personal web page as teaching tool?

- Yes no

Survey Instrument – Part IV for Students

IV.1. Country:

IV.2. Name of School:

IV.3. Address:

IV.4. Type of area where school is located:

- urban
- semi-urban
- rural
- minority area (can be combined with urban, semi-urban, and rural)

IV.5. Type of school:

- public/government
- private
- special school

IV.6. Student's name (optional):

IV.7 Academic Level: primary Secondary Non-formal

IV. 8. Grade/Year Level:

IV. 9. Gender: Male Female

IV. 10. Age in years:

IV.11. How many years have you been using computers?

- Less than 1 year
- 1-2 years
- 2-4 years
- 4-6 years

IV.12 Please indicate whether you have/have no access and using/not using the following in your schoolwork:

	Access (have physical access)		Use for schoolwork	
	Yes	No	Yes	No
Overhead projector				
TV				
VCD				
VHS				
DVD				
Video camera				
Photo camera				
Radio/cassette player				
Digital photocopier				
Multimedia projector				
LCD Projector				
Computers:				
Desktop				
Laptop				
Handheld/PDA				
Computer printer:				
Colour printer				
Black and white printer				
Dot matrix				
Laser printer				
Ink jet				
Bubble jet				
Scanner				
CD writer				

Computer speaker				
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IV.13. In which classes or subjects do you use computers and related ICTs?

- Computer class
- Mathematics
- Science
- Social sciences
- Local language
- English
- Art
- Music
- Others (please specify) _____

IV.14. Please indicate your level of skills in the use of the following computer applications:

I. BASIC – SIMPLE USE OF APPLICATIONS FOR PURPOSES OTHER THAN CLASSROOM LEARNING	Excellent	Very Good	Good	Fair	No Capability
Word processing –prepare papers					
Spreadsheets					
Presentation tools (PowerPoint)					
Basic E-mailing					
Basic Internet browsing					
Graphics					
Web page designing					
Use of chatting platform					
II. INTERMEDIATE – USE OF EXISTING APPLICATIONS FOR LEARNING BOTH INSIDE AND OUTSIDE THE CLASSROOM					
Use of applications (word processing, spreadsheets, etc.) in classroom learning of specific subjects					
Use of various applications for doing assignments and lessons					
E-mailing for telecollaboration/online collaborative projects, exchanging assignments and lessons, commenting on papers used in schools					
Use of Internet resources to prepare homework, research, lessons, or for collaborative school projects					
Developing basic and static webpage for schoolwork					
III. ADVANCED – USE OF ICTS TO CREATE AND DEVELOP NEW APPLICATIONS, CONTENTS, LEARNING MATERIALS, ETC.					
Use statistical tools for developing formulations and packages					
Programming					
Database development and management					

Developing educational software and new applications					
Developing and operating e-learning or online learning platforms					
Setting up and moderating discussion groups and chats					
Creating web-based and ICT-based multimedia materials					

IV.15. Who taught you about computers?

- I have taught myself
- My teachers
- My friends
- My family
- Other students
- Training outside of schools
- Online courses or helpdesk
- Others (please specify) _____

IV.16. For what purpose and in what degree do you use ICT in schoolwork?

Purpose	Very Often (everyday)	Often (twice or more a week)	Sometimes (a few times a month)	Rarely (once in several months)	Not at all
Informative: to find, acquire and use information					
Functional: to use and manipulate existing information for educational purposes using existing information (compile lists of books, abstract and summarize books and materials, use accessed information to prepare homework, compare information)					
Creating - to compose, compile, produce new information (write papers, drawing, programming, make PowerPoint presentations, give oral presentations, prepare newsletter, create own website, etc.)					
Communication - to exchange and to transmit information with other students, teachers and others using email and Internet; to join discussion forum and chats					

IV.17. In your school, are you able to use the required ICT tools and facilities that you need in doing your subject schoolwork?

Yes

No

IV.18. Where do you use computers in school?

In a classroom

In a computer laboratory

In both classrooms and laboratory

In the library

I do not use computers in schools

Others (please specify) _____

IV.19. What are your favourite activities using computers? (Check as many as applicable)

Find and research information

E-mail

Chat

Download music

Play games

Surf the Internet

Use educational software

Write papers

Write computer programs

Draw and paint

Make presentations using PowerPoint

Others (Please specify) _____

IV.20. If you are using computers and related ICTs, how many hours on the average per week of normal school hours are you able to use these computers and related ICTs to do your studies?

IV.21. Where else can you have access and use of these ICT tools and facilities outside of your normal school hours?

at home

friends' house

ICT training courses

Others (pls. specify) _____

IV.22. Do you have access to Internet?

Yes

no

IV.23. How often do you use the Internet for surfing websites in schools?

Never

Once a month

Once a week

Several times a week

Daily

IV.24. Please check if you have any of the following?

Mobile phone

Handheld/PDA

Email address

Personal website/webpage

IV.25. How often do you use and send email

Many times every day

A few times every day

A few times every week

A few times every month

A few times every year

Never