



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
Tel Nos.: (088) 856-4454 / (08822) 72-46-15
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



DIVISION MEMORANDUM

No. 148 s. 2012

October 22, 2013

TO:

PS District Supervisor
School Administrators
Elementary and Secondary Schools
This Division

SUBJECT: Conduct of ICT Survey Questionnaire

1. The Division of Misamis Oriental is about to prepare its Technology Plan. In view thereof, an ICT Survey Questionnaire for school administrators and teachers shall be conducted for both elementary and secondary.
2. Deadline for submission of accomplished forms shall be on or before October 25, 2013.
3. Please see attached enclosures for the template and format.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

/dpu_elg



**SURVEY QUESTIONNAIRE
For School Administrator**

DepED Misamis Oriental is about to prepare its Technology Plan. The questionnaire you are about to accomplish contains information relevant and necessary for the preparation of the said Tech Plan. It is our request that each of the item shall be answered.

Thank you very much.

A. School Profile

Name of School: _____

School District: _____ Legislative District: _____

Name of School Administrator: _____ Designation: _____

Put a check mark (/) on the box to indicate your answer.

for elementary schools:

- Central
 Non-Central
 Primary
 Multigrade

for secondary schools:

- implementing unit
 non-implementing unit

Total No. of Permanent Teachers: _____

Current SY Enrolment (all level) : _____ No. of Classes: _____

B. ICT Related Survey

1. Does the school have computer set in the office/computer laboratory?

_____ Yes _____ No

2. If yes, how many units? _____ for academic use
_____ for administrative use
_____ needing repair

3. How was the computer set acquired?

_____ DepEd Budget
_____ LGU
_____ PTA Funded
_____ Congress
_____ Foreign Funds/Donors
_____ Private Sector
_____ others, pls specify _____

4. How are the computer sets being utilized?

_____ for reports
_____ for preparation of student records
_____ for preparation of instructional materials

5. Are there internet service providers in the area where the school is located?

_____ Yes _____ No

6. Does the school have internet connection?

_____ Yes _____ No

a) i. if **Yes**, what type of connection?

_____ Plan/Postpaid _____ Prepaid
_____ wired/cable _____ USB Modem
_____ fixed wireless _____ satellite

ii. how much does it cost per month? P _____

iii. how do you maximize the internet connection?

_____ checking posting with DepEDMisOr, Region and
Central
_____ checking emails
_____ facebook and other social media websites
_____ research
_____ submission of reports
_____ others

b). if **No**, where does the school personnel access internet outside the school?

_____ District Office _____ Division Office
_____ Internet Café _____ At home

8. Have you created an email address for the school?

_____ Yes _____ No

9. Who are the users of your office computer set?

_____ office clerk
_____ Principal
_____ Teachers
_____ anybody interested

10. Is your school a recipient of e-classroom?

_____ Yes _____ No

11. If Yes, how often is the e-classroom used by the teachers?

_____ never
_____ once a week
_____ twice a week
_____ when necessary

12. Do you use the e-classroom for teaching learning process?

_____ Yes _____ No

13. Do you have software support for teaching learning process?

_____ Yes _____ No

14. Is the e-classroom connected to the internet?

_____ Yes _____ No

15. If yes, are the teachers and students allowed to use the e-classroom for research or personal use?

_____ Yes _____ No

**SURVEY QUESTIONNAIRE
For Teacher**

DepED Misamis Oriental is about to prepare its Technology Plan. The questionnaire you are about to accomplish contains information relevant and necessary for the preparation of the said Tech Plan.

Thank you very much for your cooperation!

A. Teacher Profile:

1. Gender _____ Male _____ Female

2. Age
 _____ 20-30 years old
 _____ 31-40 years old
 _____ 41-50 years old
 _____ 51 years old and up

3. Present Position
 _____ Teacher I
 _____ Teacher II
 _____ Teacher III
 _____ Master Teacher I
 _____ Master Teacher II

4. Length of Service:
 _____ 1-5 years
 _____ 6-10 years
 _____ 11-15 years
 _____ 20 years and up

5. Educational Attainment:
 _____ Baccalaureate degree
 _____ M.A. units
 _____ M.A. graduate
 _____ Ph.D. units
 _____ Ph.D. graduate

6. Specialization:
 Major: _____
 Minor: _____

B. ICT Related Questions:

Questions	Response (mark X if applicable)	Options
1. Do you know how to use a computer?		1. Yes
2. Do you feel confident to use a computer?		2. No
2. Do you feel confident to use a computer?		1. if someone is there to support/guide you
2. Do you feel confident to use a computer?		2. on your own
2. Do you feel confident to use a computer?		3. to teach students
2. Do you feel confident to use a computer?		4. to help colleagues
2. Do you feel confident to use a computer?		5. not at all
3. How often do you use computer		1. everyday
3. How often do you use computer		2. at least once a week
3. How often do you use computer		3. at least once a month
3. How often do you use computer		4. Never
4. Do you have access to a computer at home?		1. Yes
4. Do you have access to a computer at home?		2. No
6. How many hours do you usually spend in using the computer		1. less than 2 hours
6. How many hours do you usually spend in using the computer		2. more than 2 hours
5. Can you perform the following:		<p>Basic Skills</p> <p>1. Perform computer set up and connect CPU to UPS, AVR, printer, monitor, keyboard, mouse, scanner, speakers, internet cable etc.</p> <p>2. Start up and shut down a computer system and peripheral?</p> <p>3. Use a memory USB, hard drive or memory stick to save or transfer data</p> <p>4. Login to a network</p> <p>5. Install new software to computer</p> <p>6. Understand and navigate the Desktop, My Computer and My Document</p> <p>7. Open and work with more than one application at a time</p> <p>8. Identify and use icons, windows, menus & create shortcuts</p> <p>9. Name, save, save as, rename and retrieve documents</p> <p>10. Locate and work with folders</p> <p>11. Use printing options to select printers & set page properties</p> <p>12. Use email</p> <p>Word Processing</p> <p>1. Enter, edit and delete text</p> <p>2. Use spell checker</p> <p>3. Copy, cut and paste</p> <p>4. Format text and paragraph</p> <p>5. Insert date, time and paragraph</p> <p>6. Create Tables</p> <p>Desktop Publishing</p> <p>1. Can you create document with text and graphics?</p> <p>2. Obtain internet images and manage their size</p> <p>Spreadsheet (EXCEL)</p> <p>1. Create, save and print spreadsheet</p> <p>2. Enter data</p> <p>3. Create graphs</p> <p>4. Create and use Formula</p> <p>5. Insert a spreadsheet into word processing document</p> <p>Multimedia and Technology Integration</p>

Questions	Response (mark X if applicable)	Options
		1. Can create powerpoint presentation?
		2. Can use digital camera & download photographs into a computer?
		3. Can scan images and import them into a presentation?
		4. Can use a projector? LCD?
		5. Do you use internet resources in the classroom?
		6. Use video streaming in teaching learning process
		7. Use video download from internet and used in instruction
6. For which of the following purposes do you use ICT (information communication technologies) – either at school or using your personal computer at home?		Personal, non-professional use
		1. Emails
		2. Social sites Facebook, Twitter, Youtube, Blogs etc.
		School related tasks
		1. recording grades using a spreadsheet/excel
		2. typing exam papers
		3. finding information and resources on the Internet
		4. accessing resources using online databases
		5. developing teaching resources
	6. developing digital content for learner use	
	7. downloading memos, order or letters	
7. Do you have email accounts?		1. Yes
		2. No
8. How often do you use email?		1. on most days
		2. at least once a week
		3. at least once every two weeks
		4. at least once a month
		5. Never
9. In which of the following ways do you use ICTs with learners while completing curriculum activities?		1. using the word processor
		2. using the spreadsheet
		3. using presentation software
		4. using subject specific software
		5. teaching IT Subjects
		6. using the internet
		7. using other applications not listed above
		8. I do not use ICT with my learners
10. In which of the following ways do your learners use ICT in your lessons?		1. using subject specific software
		2. studying towards IT examinations
		3. using the Internet to research information
		4. collaborating between classrooms
		5. working on projects
		6. solving problems, making decisions or forming opinions
		7. my learners do not use ICTs in class
11. Do you use any of the following technologies for teaching and learning purposes?		1. television
		2. radio set
		3. digital cameras
		4. data projectors
		5. lapel microphone
		6. Ipad/tab
12. How many hours of ICT related training have you received in the last 3 years?		1. 0 - 4 hours
		2. 5 - 15 hours
		3. 16 - 40 hours
		4. more than 40 hours

