OSDS-SGOD DM - 114
May 29,2020

To: Chiefs, CID & SGOD
        Education Program Supervisors
        Public Schools District Supervisors
        Elementary and Secondary School Heads
        Elementary and Secondary School Teachers
        All others concerned

ON-LINE SURVEY ON TEACHERS' AND SCHOOL HEADS' KNOWLEDGE AND SKILLS IN ICT

1.   This is to inform the field that the Human Resource Development and the Information and Technology units respectively, will be conducting an **ON- LINE SURVEY ON THE CURRENT KNOWLEDGE AND SKILLS OF TEACHERS' AND SCHOOL HEADS' IN ICT**. Respondents to the survey are all elementary and secondary school teachers and school heads. The results of the survey will be the basis of the SDO in providing technical assistance and support to positively and effectively utilize ICT in teaching and other related works especially that we are in a new normal set up and using computer and being computer literate is a must.

2.   In this connection, we would like to request you to access the link: **http://deped.in/SURVEYONICTSKILLS** so that you can participate on the survey. Your responses shall be recorded from June 1-8, 2020 only. Likewise, your 100% participation on the said survey is highly enjoined. The SDO will ensure that your responses shall be handled with outmost confidentially and for learning and development purposes only.

3.   Attached to this memorandum is the hard copy of the survey form for your reference.

4.   For information, guidance and immediate action.

DANILO E. DESPI
Schools Division Superintendent

Encl.:
References:
To be indicated in the Perpetual Index
        Under the following subjects:

Survey/ learning Needs A assessment
atb & jtm Online survey on teachers and school heads knowledge and skills in ict
0000_____/5/27/2020

Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

Name of Respondent: _____ School: _____

Position: _____ _____ District: _____

Subject Taught: (for teachers) _____ Grade Level Handled _____

Years in Teaching (For teachers): _____ No. of Years as School Head_____

Dear Teachers and School Heads:

This questionnaire was developed to gather data /information about your computer knowledge and skills. The generated results shall be the basis of providing technical assistance and or support to you to positively and effectively utilize ICT in your teaching and other related works. There are sets of questions in each particular topic. Your responses shall be handled with utmost confidentiality.

Directions: Please answer all questions as accurately as you can by ticking YES or NO.

(FOR EVALUATION PURPOSES)

TOPICS	Responses	
	YES 1	NO 2
A. COMPUTER USE		
1. Can you Log on and off the computer?		
2. Can you Power on and off the computer?		
3. Can you Open and close applications?		
4. Can you Open, save and close files?		
5. Can you Print documents?		
6. Can you Identify parts of a computer:		
a. CPU		
b. System Unit		

e. move cursor		
f. Can you type/enter letters and numbers?		
g. Can you recognize and use icons to perform task?		
8. Can you use Computer and Software functions/ special function keys?:		
a. delete		
b. shift		
c. arrow keys		
d. space		
e. return/enter		
f. Locate and retrieve files and various directories/drives?		
10. Can you save the same file in multiple locations (flash drive, My documents, network folders) drives?		
11. Can you recognize and save files in various formats (,bmp,jpg,.pdf,.html etc.)?		
12.Can you create folders to organize files?		
13. Can you rename files ?		
14. Can you delete files?		
15. Can you select appropriate printer and print?		
16. Can you choose appropriate page setup features?		
17. Can you use multiple ways to accomplish the same task including keyboard shortcuts , icons and menus?		
18. Can you use input devise (mouse)?		
19. Can you select right click ?		
20. Can you use peripheral device such as scanner digital cameras, and projection devices?		
21. Can you multi-task by using task bar and or minimize command or action?		
22. Can you Use Special function keys? :		
a. Page up/down		
b. Home/End		
22. Trouble shoot common technology problems?		
a. Printer queue		
b. not connected to the network		
23. Can you Attach and use peripheral devices such as scanners ,digital cameras, media storage (e.g., flash drive, cloud storage)and projection services ?		
24. Can you View file properties to determine projection devices?		
25. Can you Locate and use accessibility features as needed:?		
a. magnifier		

b. sticky keys		
c. Multi task in variety of ways		
d. save a compressed file(.zip)		
B. COMPUTER LITERACY SKILL		
a. Can you use backspace key ?		
b. Can you use short cut keys? (Control/ Alt/ Delete)		
c. Can you use the Caps lock key?		
2. Can you adjust volume controls?		
3. Can you insert and eject media input devices(CD/DVD)?		
4. Can you trouble shoot common technology problems?		
5. Can you use printers?		
C. USING AND CREATING DATABASE		
1. Can you open an existing database file?		
2. Can you enter data in a content related database template or form ?		
3. Can you search for specific data/ information by field?		
4. Can you preview and print database records ?		
5. Can you modify database fields		
6. Can you add and delete records		
7. Can you create a new database from design view, data view or using a wizard?		
8. Can you define database fields in a record?		
9. Can you Set field attributes ?		
10. Can you manage headers and footers?		
11. Can you use the find and sort functions?		
12.Can you insert graphics /digital files ,etc. into field type?		
13. Can you use the show and hide functions?		
14. Can you create a query?		
15. Can you filter data?		
16. Can you generate a report of data gathered from database sources using digital imaging tools?		
17. Can you use tools to create original images?		
18. Can you change image colors and patterns?		
19. Can you add text to describe an image?		
20. Can you save or download digital images to a computer?		
21. Can you change the size or shape of an object		
22. Can you change the pattern or an object?		
23. Can you rotate and flip objects?		
24. Can you create original or edit existing images?		
25. Can you use crop tool to cut or trim an image?		
26. Can you use the attributes /properties options to modify an image?		

27 Can you import a digital image into a document or presentation		
28. Can you Insert , move and resize an image in a document or documentation ?		
30. Can Use a scanner or digital camera to generate an image?		
31. Can you recognize and save image files in various formats bmp, gif, tiff, jpg, pdf, html etc.)		
32. Can you adjust pixels and resolution of an image to adjust quality and file size?		
33. Can you edit photos and images?		
34. Can you create and edit movies and animations?		
C. USING EMAIL		
1. Can you apply communication skills and netiquette?		
2. Can you read an email?		
3. Can you compose and send emails?		
4. Can you read an image?		
5. Can you delete an image?		
6. Can you apply communication skills and netiquette?		
7. Can you use reply all?		
8. Can you add an attachment?		
9. Can you save an attachment ?		
10. Can you use carbon copy?		
11. Can you apply communication skills and netiquette?		
12. Can you Create an address/distribution list?		
13. Can you use blind carbon copy?		
14. Can Organize emails into folders?		
D. CREATING MULTIMEDIA PRESENTATIONS		
1. Can you apply pre-production organizational concepts such as (storyboarding and visual organizers)		
2. Can you open and close a presentation or presentation template?		
3. Can you save a presentation file?		
4. Can you create an original presentation or use a template?		
5. Can you rearrange slides using sorter or a storyboard feature to organize a presentation?		
6. Can you choose a slide format?		
7. Can you use icons and menus?		
8. Can you type /enter text or create a text box ?		
9. Can you change font size, font type, style or effect, color?		
10. Can you cut, copy and paste text?		
11. Can you use undo and redo icons?		

12. Can you select and resize graphics, pictures, clip art?		
13. Can you create a new file using Save As?		
14. Can you use page setup?		
15. Can you print?		
16. Can you use slide show tool?		
17. Can you select slide transition and animations?		
18. Can you insert graphics, clip art, sounds and multimedia files? Including narration?		
19. Can you format text, double space, bullets, numbers, alignment, indention, outlining, columns, text direction, text art?		
20. Can you modify the background and layout of presentation slides?		
21. Can you use the spell check, grammar check and thesaurus?		
22. Can you find, change and replace tools?		
23. Can apply principles and elements of graphic design?		
24. Can you tools to rotate, edit, or highlight text?		
25. Insert objects such as graphs, charts and spread sheets?		
26. Can you insert hyperlinks?		
27. Can you use print preview?		
28. Can you insert page /slide numbers?		
29. Can you manage headers and footers?		
30. Can you edit master slides?		
31. Can you adjust presentation timing, action, buttons and looping?		
32. Can you import animations, sounds and multimedia from other files/applications (such as background music and visual organizers)Create presentations using navigation buttons and non- linear design?		
33. Can you create presentations using navigation buttons and non-linear design?		
34. Can you work in various modes/views (such as outline, notes and presentation)?		
35. Can you save presentations in other formats (such as HTML?)		
36. Can you use function keys and keyboard shortcuts?		
37. Can you adjust page/slide views?		
38. Can you troubleshoot formatting problems —use help feature?		
39. Can you modify tool bars to reflect current use for tool(s)		
40. Can you format text using spacing, line spacing, margins & tabs)		
F. USING AND CREATING SPREADSHEETS		

12. Can you select and resize graphics, pictures, clip art?		
13. Can you create a new file using Save As?		
14. Can you use page setup?		
15. Can you print?		
16. Can you use slide show tool?		
17. Can you select slide transition and animations?		
18. Can you insert graphics, clip art, sounds and multimedia files? Including narration?		
19. Can you format text, double space, bullets, numbers, alignment, indention, outlining, columns, text direction, text art?		
20. Can you modify the background and layout of presentation slides?		
21. Can you use the spell check, grammar check and thesaurus?		
22. Can you find, change and replace tools?		
23. Can apply principles and elements of graphic design?		
24. Can you tools to rotate ,edit, or highlight text?		
25. Insert objects such as graphs, charts and spread sheets?		
26. Can you insert hyperlinks?		
27. Can you use print preview?		
28. Can you insert page /slide numbers?		
29. Can you manage headers and footers?		
30. Can you edit master slides?		
31. Can you adjust presentation timing, action , buttons and looping?		
32. Can you import animations , sounds and multimedia from other files/applications (such as background music and visual organizers)Create presentations using navigation buttons and non- linear design?		
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36. Can you use function keys and keyboard shortcuts?		
37. Can you adjust page/slide views?		
38. Can you troubleshoot formatting problems —use help feature?		
39. Can you modify tool bars to reflect current use for tool(s)		
40. Can you format text using spacing, line spacing ,margins & tabs)		
USING AND CREATING SPREADSHEETS		

1. Can you select a cell?		
2. Can you enter data into a cell?		
3. Can you format cells and data		
4. Can you format cells and data		
5. Can you create a basic chart or graph		
6. Can you select multiple cells		
7. Can you create a basic chart or graph		
8. Can you select multiple cells?		
9. Can you insert, delete and format cells, rows or columns		
10. Can you format, move and copy cells, rows or columns, width, height & color)		
11. Can you manage headers and footers?		
12. Can you select appropriate graph and elements to display data?		
13. Can you use sort option (ascending and descending)?		
14. Can you use simple formulas such as sum and average/mean?		
15. Use editing tools such as fill down and fill across?		
16. Can you set print area and print spreadsheets and graphs?		
17. Can you set print area and print spreadsheets and graphs?		
18. Can you insert charts and graphs ?		
19. Apply principles and elements of data analysis?		
20. Can you create and use spreadsheets for assessment , productivity and problem solving?		
20. Can you create complex formulas such as median, mode and percentage?		
21. Can you use advanced graph features and elements to display data?		
22. Can you import and insert other digital elements into the spreadsheet (graphics, movies, objects, etc.)?		
23. Can you use filter option?		
24. Can you use hide and show options?		
25. Can you save in other formats such as .html, pdf etc.)		
H USING AND CREATING VISUAL ORGANIZERS		
1. Can you apply organizational and outlining principles to choose an organizer for a given task?		
2. Can you add information to an existing visual organizer(web, table, timeline, etc.)		
3. Can you edit information on a visual organizer (web, timeline, etc.)		
4. Can you use tools to create original visual organizers.		

. Can you select shapes or graphics to represent ideas?		
6. Can you Use the available text boxes or inset text tool to label organizer components		
7. Can you show relationships by adding or modifying color, shapes, links, size, sort, arrows, patterns?		
8. Can you apply organizational and outlining principles to choose an organizer for a given task?		
9. Can you create a visual organizer?		
10. Can you insert hyperlinks to web sites or other files?		
11. Use various modes to organize ideas such as picture-based and outlines?		
12. Can you import an image into a visual organizer?		
13. Can you insert sounds and multimedia file including narration or use the speech feature?		
14. Can you apply organizational and outlining principles to choose an organizer for a given task.		
15. Can you save files in various formats?		
C. USING AND CREATING WEB PAGES		
1. Can you Launch a web browser?		
2. Can you point and link a hyperlink?		
3. Can you locate and use a bookmark?		
4. Can you use a navigation buttons (Back, forward, home, refresh, stop)?		
5. Can you use a scrollbar and sidebars to navigate a web site?		
6. Can you create web/hypertexts link?		
7. Can you copy images and documents from a web site?		
8. Can you apply digital citizenship principles?		
9. Can you access a web page from bookmarks or by typing in the URL?		
10. Can you complete forms online including log in information to subscription sites?		
11. Can you create bookmarks to organize browsed pages?		
12. Can you understand the differences among the domain names(.com,.gov, .edu, .org)?		
13. Can you save or copy images or documents from a web site?		
14. Can you conduct a web search?		
15. Can Create web pages/documents ?		
16. Can you use discussion boards?		
17. Can you use history feature to access recently visited sites?		
18. Can you create web sites?		

USING WORD PROCESSING AND DESKTOP PUBLISHING		
1. Can you start a new document?		
2. Can you save a document?		
3. Can you use icons and menus?		
4. Can you type or enter text?		
5. Can you complete a template or fill in a table?		
6. Can you select text and change font size, font type, styles, effects, old, underline ,etc.)?		
7. Can you cut, copy and paste text?		
8. Can you use undo, redo icons?		
9. Can you select and resize graphics , pictures, clip art?		
10. Can you select multimedia clips?		
11. Can you create a new file using save as?		
12. Can you use page set up and print preview?		
13. Can you print?		
14. Can you format texts, list or paragraphs for double spacing, bullets, numbered lists alignment, indention, poetic forms, outlining, columns, text direction, text art, word wrap?		
15. Can you use the spell checker, grammar check and thesaurus?		
16. Can you apply principles and elements of graphic design?		
17. Can you use find, change and replace tools ?		
18. Can you use tools to rotate, edit or highlight text?		
19. Can you insert graphics and clip art?		
20. Can you create page borders?		
21. Can you insert text boxes?		
22. Can you insert hyperlinks to web sites or other files?		
23. Can you create columns and tables?		
24. Can you sort tool (ascending and descending)?		
25. Can you use number keys or number pad for mathematical functions?		
26. Can you insert and edit tables and table layouts (borders, shading, column, width etc.?		
26. Can you insert animation, sound, spreadsheets, graphs and charts and formulas?		

AtborjasepshrdanJtmitoSourċe:

1. Bae-Son Jeong et. al. Computer Literacy and Competency: A survey of Indonesian Teachers of English as a Foreign Language. November,2010.

2. https://sites.google.com/a/sfnetworkministries.org.tt/classroom/bcs/basic-competence, Aril 2010.

3. https:// vln.school.nz/pages/view/689452/ict-skills-questionnaires with replies @ 2008 Jeong –Bae Son