Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Office of the Schools Division Superintendent

MEMORANDUM

TO: All Public School Heads

FROM: By Authority of the OIC – Schools Division Superintendent

DELFIN A. BONDAD
OIC – Assistant Schools Division Superintendent
Officer-in-Charge

DATE: July 7, 2025

SUBJECT: **VOLUNTARY PARTICIPATION TO SURVEY OF CRISTINA SOCORRO R. CARDENES**
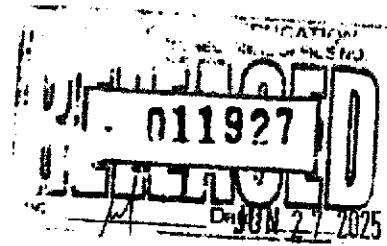
1.   In reference to the attached Endorsement from Gilbert T. Sadsad, Regional Director of DepEd Regional Office V, dated June 27, 2025, and a letter from Cristina Socorro R. Cardenas, Coordinator of Cyber Knowledge Computer Tutorial Program dated June 27, 2025, you are hereby requested to allow the researcher to administer a 5-minute short survey to evaluate the proficiency level and to determine the interest in information technology of Grades 5 to 7 learners in your respective schools.

2.   The participation in this survey is voluntary and subject to consent of parents/ legal guardian and the researcher is expected to strictly adhere to the Data Privacy Act (*Republic Act No. 10173*) and shall avoid the disruption of classes during the data gathering.

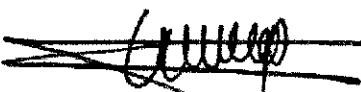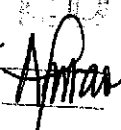3.   For information, guidance, and compliance.

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2ⁿᵈ Indorsement

27 June 2025

Respectfully referred to the Schools Division Superintendents, the herein letter from **Cristina Socorro R. Cardenas,** Coordinator, Cyber Knowledge Computer Tutorial Program dated June 27, 2025, requesting permission to distribute a survey form for 5 minutes only to evaluate the proficiency level covering from Grade 5 to Grade **7** students in all schools within the region for appropriate action. However, participation is voluntary and subject to consent of parents.

GILBERT T. SADSAD
Regional Director

ORD-ICT/ksl
06/27/2025

CYBER KNOWLEDGE COMPUTER TUTORIAL SERVICE
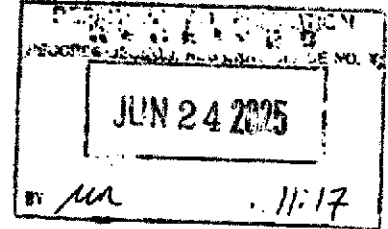Address: Blk38 L8 Phase 3, Binitayan RS, Anislag, Daraga, Albay
Email Address: cyberknowledge.cts@gmail.com
Virtual Office @ Facebook Page: www.facebook.com/CKCTS
Contact No. 09560424878

June 24, 2025

To:
DR. GILBERT T. SADSAD
Regional Director
DepEd- Region V

JUN 24 2025

Dear Sir,

Greetings of Peace and Solidarity!

In line with our continuing effort to help enhance the digital literacy of our youth, The Cyber Knowledge Computer Tutorial Services has conceived the initiative to offer a field tutorial service designed to succors the students to be equipped and updated towards information technology relevant to globalization.

To help us determine the proficiency level and interest of the students in the field of information technology, a 5-minute short survey will be administered to all Grade 5 to Grade 7 students. Should there be interested participants, and upon proper coordination with the LGU and barangay officials, we shall conduct a separate meeting with their parents or guardians to provide the full details of the activity.

The proposed tutorials will be held once a week (either Saturday or Sunday only) and will take place in affiliated computer laboratories. These sessions will be handled by experienced IT instructors. The tutorial sessions include hands-on learning using the "One Student – One Computer" approach, and covers topics such as Typing Master, Microsoft Office applications (Word, Excel, PowerPoint, Publisher), basic internet use, and—for advanced learners—Adobe Photoshop, basic programming, video/photo editing, and troubleshooting. However, the participation of the parents here is only the service fee for the computer instructors while all learning modules and handouts are provided for free. Upon completion, students will receive a Certificate of Completion that may support their future academic or career interests.

The Cyber Knowledge overview the outcome of the activity that the students will have a wider knowledge in gaining and accessing educational information, handle and manage data, design and present several forms of information. Through these skills our students will become more useful and productive citizens in this age of technology. We believe that having advanced computer skills is a significant asset to our youth nowadays.

This tutorial service is very essential for the youth, but it is *not compulsory or obligatory* on the part of the parent's concern. It depends upon the discretion of the interested participants and on a voluntary *basis only.*

We assure you that this activity will be conducted with full respect to DepEd guidelines and will not interfere with regular school activities.

In this regard, the Cyber Knowledge Computer Tutorial Service is respectfully requesting permission to allow us to administer a 5-minute short survey to evaluate the proficiency level and determine the interest of the students in information technology, covering all Grade 5 to Grade 7 students in all schools within the division.

We thank you for considering this humble request, and we remain committed to contributing to the development of 21st-century skills among our youth.

Respectfully yours,