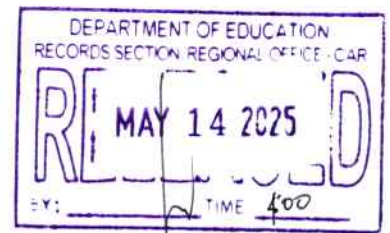




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



May 14, 2025

**REGIONAL MEMORANDUM**

No. 330.2025

**ICT NEEDS ASSESSMENT (NA) SURVEY**

To: Schools Division Superintendents  
All Others Concerned

1. This Office endorses the conduct of a comprehensive Needs Assessment (NA) Survey by the Department of Information and Communications Technology – Cordillera Administrative Region (DICT - CAR), to evaluate existing ICT competencies and identify specific training requirements. This is one of DICT's efforts in implementing ICT Literacy and Competency Development Programs to strengthen and promote ICT capacity nationwide. It also evaluates, supports and advances ICT research and development initiatives across the government.

2. This survey aims to:

- a. Evaluate the status of ICT competencies within the education sector;
- b. Identify critical digital skill gaps that may impact job performance, and develop targeted training programs to bridge these gaps; and
- c. Ensure that education sector staff are equipped with the necessary digital skills to enhance efficiency, adapt to technological advancements, and improve overall service delivery.

3. To effectively carry out this initiative, all Schools Division Offices shall ensure that at least **20 personnel from each Division** will respond to the survey. Below are the required respondent categories:

- Teaching and Teaching-related personnel (e.g., Teachers, Master Teachers, Educational Specialists)
- Non-Teaching Staff (e.g., Administrative Staff, Educational Administrators)

4. The survey can be accessed through <https://11nq.com/needs-assessment-for-education> or <https://tinyurl.com/dict-na-survey-education>. It will take only a few minutes to complete. Responses must be submitted no later than **Friday, May 16, 2025, at 10:00 AM**.

5. All information provided will be treated with strict confidentiality and used exclusively for research and program improvement purposes. Respondents' insights will help shape targeted DICT training programs and optimize resource allocation, ensuring government personnel stay proficient



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in the latest ICT tools and best practices.

6. Should there be queries, feel free to contact ITO Jumar B. Yago-an through [jumar.yagoan@deped.gov.ph](mailto:jumar.yagoan@deped.gov.ph) or [car.ictu@deped.gov.ph](mailto:car.ictu@deped.gov.ph).
7. For immediate dissemination and strict compliance of all concerned.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

For the Regional Director:

  
**RONALD B. CASTILLO**  
Assistant Regional Director