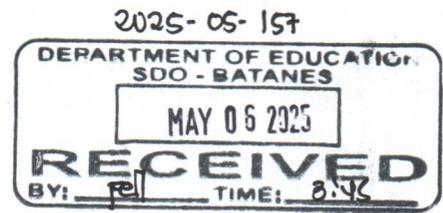




April 23, 2025

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent
Department of Education



SUBJECT: REQUEST FOR PARTICIPATION IN NEEDS ASSESSMENT SURVEY FOR EDUCATION SECTOR/AGENCY

Dear Sir Gumaru:

Greetings from the Department of Information and Communications Technology - Batanes!

The Department of Information and Communications Technology (DICT), through the ICT Literacy and Competency Development Bureau (ILCDB) through Educational Program Management Division (EPMD), serves as the training arm responsible for developing and promoting Information and Communications Technology (ICT) capacity development initiatives nationwide. Additionally, the Bureau is mandated to assess, review, and support ICT research and development programs within the government. In line with this, we are conducting a comprehensive Needs Assessment (NA) survey, which includes both a Competency Needs Assessment (CNA) and a Training Needs Analysis (TNA) to evaluate ICT competencies and identify training requirements.

This survey aims to:

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

To effectively carry out this initiative, we request your assistance in selecting designated staff and ensuring the participation of **5 respondents per office**. These respondents will help provide valuable insights by completing the attached questionnaires. Below are the required respondent categories:

- Teaching Staff** (e.g., *Teachers, Instructors, Educational Specialists*)
- Non-Teaching Staff** (e.g., *Administrative Staff, Educational Administrators*)

The survey, accessible via <https://11nq.com/needs-assessment-for-education> or by scanning the attached QR code, will take only a few minutes to complete. Please submit your responses by **May 09, 2025 (Friday), at 12:00 NN**. All responses will be kept confidential and used solely for research and improvement purposes. Your insights will help shape targeted training programs and optimize resource allocation, ensuring government personnel stay proficient in the latest ICT tools and best practices. We appreciate your time and effort in providing valuable feedback.

For any questions or clarifications, please contact Ms. Herlyn Kaye C. Natividad at herlynkaye.natividad@dict.gov.ph. We appreciate your cooperation and look forward to your valuable insights.

Thank you for your time and support!

Sincerely Yours,

Digitally signed
by Jimenez Pinky
Tumaliuan

ENGR. PINKY T. JIMENEZ, PECE, Ph.D.

Regional Director

DICT Region II

Digitally signed
by Staagan
Ronald Staagan

Digitally signed
by Natividad
Herlyn Kaye C. Natividad



Needs Assessment for Education