



*Office of the Secretary*

DepED MEMORANDUM

OCT 06 2005

No. 300, s. 2005

**APEC ICT MODEL SCHOOL NETWORK ONLINE ACTIVITIES  
FOR SYs 2005-2006 AND 2006-2007**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. The Department of Education (DepED), through the Bureau of Secondary Education-Curriculum Development Division (BSE-CDD), in coordination with the Institute of APEC Cyber Education (iACE), Busan, Korea, is supporting the technology-enabled online activities of the APEC ICT Model School Network for School Years (SYs) 2005-2006 and 2006-2007.
2. The said digital activities aim to:
  - a. share technology-based community students research projects; and
  - b. enhance cross-cultural ties among students in APEC economies
3. Initial ICT-based activities and application form are contained in Enclosure Nos. 1 and 2.
4. Public and private elementary and secondary schools with computer laboratory, internet connection, and school homepage are encouraged to join the web-based activities by accomplishing the enclosed form and submit it by e-mail to [jlhuenda@deped.gov.ph](mailto:jlhuenda@deped.gov.ph) or [jesushuenda@yahoo.com](mailto:jesushuenda@yahoo.com).
5. For inquiries, please visit <http://www.alcob.com> or contact the Director, Bureau of Secondary Education (BSE), DepED Complex, Meralco Ave., Pasig City. (Attn: Jesus L. Huenda, member, APEC Steering Committee on Future Education Consortium; Chair, DepED ICT/E-TV Coordinating Committee, telefax no. (02) 632-7746; mobile no. 0920-9002256; e-mail address: [jesuslhuenda@gmail.com](mailto:jesuslhuenda@gmail.com).)
6. Immediate and wide dissemination of this Memorandum is expected.

*U. C. Bacani*  
**RAMON C. BACANI**  
Undersecretary  
Officer-in-Charge

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY

SCHOOLS

Enclosure No. 1 to DepEd Memorandum No. 300, s. 2005

**APEC ICT Model School Network Online Activities**  
(SY 2005-2006 and SY 2006-2007)

<b>APEC Economies</b>	<b>Participating Sister Schools</b>	<b>APEC ICT Model School Network Online Activities</b>
Philippines  Korea	<b>Davao City NHS, Davao City, Reg. XI</b>  Ilgok Elementary School Ilgok-Dong, Buk-Gu Gwangju, Korea	<i>Sharing of educational information using ICT</i>
Philippines  Korea	<b>Camarines Sur National High School Naga City, Camarines Sur, Reg. V</b>  Myungji Middle School Daero-ri, Daesan-eup, Seosan-si Chungcheongnam, Korea	<i>A plan for activating exchange through operating the collaborative project</i>
Philippines  Korea	<b>Hilongos National Vocational School Hilongos, Leyte, Reg. VIII</b>  Yonghyennam Elementary School Namgu Incheon Metropolitan Korea	<i>Promoting international exchange operation through the ICT online learning</i>
Philippines  Korea	<b>Juan Sumulong High School Cubao, Quezon City, NCR</b>  <b>E. Rodriguez High School Quezon City, NCR</b>  Bangbae Middle School Seocho-Gu, Seoul, Korea  Jinnam Girls' Middle School Mipyeong-dong, Yeosu-Si Jeollanam-Do, Korea	<i>Understanding culture and building joint class through various school activities and e-learning</i>  <i>Occupation quest</i>
Philippines  Korea	<b>Cabancalan National High School Mandaue City, Cebu, Reg. VII</b>  Jang Gye Middle School Jang Gye Myun Jang Su County Jeolla Buk-Do, Korea	<i>Instructional material production utilizing digital instruments</i>
Philippines  Korea	<b>Ilocos Norte National High School Laoag City, Ilocos Norte, Reg. I</b>  Ulsan Seo Girls' Middle School Sinjeong2-dong, Nam-gu Ulsan, Korea  Namchuncheon Elementary School Chuncheon City Kangwondo, Korea  Seogot Middle School Yeonhi-dong Seo—gu Incheon City, Korea	<i>Taking active part in international educational cooperation activities through sharing various ICT contents</i>  <i>Computer music with fun</i>  <i>Multi-cultural education through cyber museum</i>

Enclosure No. 2 to DepEd Memorandum No. 300, s: 2005

Application Form for ICT Model School Network (Please log on to <http://www.alcob.com>)

**APPLICATION FORM for ICT MODEL SCHOOL NETWORK**

**1. School Introduction**

<b>School Name</b>				
<b>Address</b>				
<b>Homepage</b>		<b>Phone</b>		
<b>E-mail</b>		<b>Fax</b>		
<b>Principal</b>	<b>Name</b>	<b>Phone</b>		
	<b>E-mail</b>			

**2. Experiences**

	Description	Attesting Organization	Period
<b>Experiences</b> (Winning a prize regarding ICT, International Cooperation activities in Education, appointment as model school for International Cooperation and Research regarding ICT, etc)			

**3. Personal Information (for Participating Teachers)\***

**1) Leader**

<b>Participating teacher in ICT Model School Network</b>	<b>Name</b>		<b>E-mail:</b>	<b>Age</b>	
			<b>Mobile:</b>		
		<b>University</b>	<b>Major</b>	<b>Period</b>	
		<b>Bachelor</b>			
	<b>Master</b>				
	<b>Doctor</b>				

	Foreign languages	Proficiency Scale				Linguistic Test (Grade)
		Native level of communicative competence	Intermediate level of communicative competence	Novice level of communicative competence	Near-Zero level of communicative competence	
	English					
<b>Experience</b> (School subject, international cooperation activities, International Volunteering, ICT practicing, operating online community, etc.)	<b>Description</b>		<b>Duties</b>		<b>Period</b>	

**General Information About You and Your School**

1. Name:
2. Designation:
3. School Name:
4. Region:
5. Division:
  
6. How many years have you been working in education? *Please check one.*
  - Less than 5 years
  - 5-9 years
  - 10-14 years
  - 15-19 years
  - 20 years or over
  
7. How long have you been providing schools with technical support? *Please check one.*
  - Less than 5 years
  - 5-9 years
  - 10-14 years
  - 15-19 years
  - 20 years or over
  
8. What is your current employment status?
  - Full-time technical staff, no teaching load
  - Part-time technical staff, no teaching load
  - Full-time teacher providing part-time technical support
  - Part-time teacher providing part-time technical support
  - Others: \_\_\_\_\_
  
9. How did you acquire your technical support skills? *Please check one.*
  - Graduate studies (MS or PhD)
  - Four-year college course.
  - Two-year course
  - Vocational training course
  - Self-study
  - Others: \_\_\_\_\_
  
10. For what ICT devices do you provide technical support? *Please check all that apply.*
  - Radio
  - TV
  - VHS, VCD, or DVD
  - Cable service
  - Computers
  - Local Area Network
  - Internet
  - Others: \_\_\_\_\_

11. What kinds of technical support do you provide? *Please check all that apply.*

- Providing assistance to computer users
- Selection of equipment
- Purchasing
- Installation
- Maintenance
- Network administration
- Network Security
- Repair
- Troubleshooting
- User training
- Others: \_\_\_\_\_

12. What type of computer system do you use in your school? *Please check one.*

- Windows
- Linux
- Others: \_\_\_\_\_
- None

13. Do you have access to a computer at home?

- Yes
- No. *If no, proceed to #15.*

14. What type of computer system do you use at home? *Please check one.*

- Windows
- Linux
- Others: \_\_\_\_\_
- None

15. Do you have access to a computer outside of school or home?

- Yes
- No. *If no, proceed to #17.*

16. Outside of school or home, where do you access a computer?

- Friend's / Relative's / Colleague's home
- Internet Café
- Others: \_\_\_\_\_

17. Other than technical support, for what tasks do you use computers? *Please check all that apply.*

- Writing correspondences
- Completing administrative paperwork
- School projects, e.g. class or school newsletter
- Research
- School projects involving the Internet (e.g. telecollaborative projects, treasure hunts, web quests)
- Games / hobbies
- Others: \_\_\_\_\_

18. How many hours a week do you allot for technical support?

19. Apart from you, does the school have access to other forms of local technical support?

- No
- Yes

If yes, please specify: (i.e. a private technical support group, an academic partner institution, etc.)

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**Attitudes Towards ICT**

20. Indicate your level of agreement by checking the appropriate box.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I like tinkering with ICTs.					
a. ICTs help me do things that I would not be able to do otherwise.					
I am comfortable using ICTs.					
b. I have access to ICT training opportunities.					
c. ICT training opportunities generally meet my needs					
d. I keep abreast with developments in ICTs.					
e. I take personal time to learn new ICT-related skills.					
f. The school administration encourages me to use ICTs.					
g. I would like to use ICTs in my work more extensively.					

**ICT Use**

21. For each of the following devices, please mark the appropriate box to indicate your level of access, proficiency, and frequency of use.

Devices	I am not familiar with this device.	How do you access these devices? (Check one.)				How proficient are you at using these devices? (Check one.)		
		I have no access to this device	I can access this device from school	I can access this device from home	I can access the device from school and home	I cannot use this device.	I can use this device with coaching	I can use this device independently
a. Radio								
b. Cassette tape recorder								
c. Television								
d. VHS, VCD, DVD								
e. Computer								
f. CD ROM Drive								
g. Computer speakers								
h. Printer								
i. Scanner								
j. Digital Camera								
k. Telephone								
l. Overhead projector								
m. LCD projector								
n. CD writer								



### Technical Support Skills

24. Evaluate the level of your capability to provide the following technical services by checking the appropriate box.

	Ability to provide the technical services			
	Unable to provide this service	Can sometimes provide this service	Can often provide this service	Can always provide this service
a. Radio troubleshooting				
b. Radio repair				
c. TV troubleshooting				
d. TV repair				
e. VHS, VCD, or DVD troubleshooting				
f. VHS, VCD, or DVD repair				
g. Computer installation				
h. Computer troubleshooting				
i. Computer repair				
j. Installation of peripherals, e.g. printers or scanners				
k. Troubleshooting of peripherals				
l. Refilling of peripheral consumables, e.g. printer toner or ink, printer paper, etc.				
m. Repair of peripherals				
n. Operating system installation				
o. Operating system troubleshooting				
p. Device driver installation				
q. Applications software installation				
r. Applications software troubleshooting				
s. Local area network hardware installation				
t. Local area network software installation				
u. Local area network troubleshooting				
v. Internet connectivity hardware installation, e.g. modems				
w. Internet connectivity software installation				
x. Internet connectivity troubleshooting				
y. Network administration, e.g. creation of user accounts, backup, etc.				
z. Network security				

### Obstacles to ICT Use

25. Please put a check mark under your level of agreement or disagreement that the following statements are strong barriers to the integration of technology in your school.

	Strongly Disagree (This is not a barrier at all.)	Disagree	Neutral	Agree	Strongly Agree (This is a major barrier.)
a. There are not enough ICT equipment for the students to use e.g. radio, TV, computers, printers, etc.					
b. There are not enough ICT equipment for the teachers to use e.g. radio, TV, computers, printers, etc.					
c. There are not enough educational software for the students to use					
d. There are problems scheduling enough radios / TV /computer time different teachers' classes					
e. Computer hardware often do not function properly.					
f. The school administration does not encourage the use of ICTs for teaching and learning.					



g.	The school administration does not give recognition to or reward teachers for using ICTs in their classes.					
h.	There is not enough staff to supervise the use of ICTs in class.					
i.	There is not enough space to locate ICTs properly.					
j.	Teachers lack time to develop instruction that uses technology.					
k.	Manuals and materials on technical administration are inadequate or unhelpful.					
l.	There are too few training opportunities for technical staff to acquire new ICT knowledge and skills.					
m.	The school does not have enough money to support the use of ICTs for teaching and learning.					

2)Coordinator

<b>Participating teacher in ICT Model School Network</b>	<b>Name</b>			<b>E-mail:</b>	<b>Age</b>	
				<b>Mobile</b>		
		<b>University</b>		<b>Major</b>		<b>Period</b>
	<b>Bachelor</b>					
	<b>Master</b>					
	<b>Doctor</b>					
	Proficiency Scale					<b>Linguistic Test (Grade)</b>
<b>Foreign languages</b>	Native level of communicative competence	Intermediate level of communicative competence	Novice level of communicative competence	Near-Zero level of communicative competence		
<b>English</b>						
<b>Experience (School subject, international cooperation activities, International Volunteering, ICT practicing, operating online community, etc.)</b>	<b>Description</b>		<b>Duties</b>		<b>Period</b>	

\* Please fill up personal information of within 4 teachers participating in ICT Model School Network activities.

3) Coordinator

<b>Participating teacher in ICT Model School Network</b>	<b>Name</b>			<b>E-mail:</b>	<b>Age</b>	
				<b>Mobile</b>		
		<b>University</b>		<b>Major</b>		<b>Period</b>
	<b>Bachelor</b>					
	<b>Master</b>					
	<b>Doctor</b>					
	Proficiency Scale					<b>Linguistic Test (Grade)</b>
<b>Foreign languages</b>	Native level of communicative competence	Intermediate level of communicative competence	Novice level of communicative competence	Near-Zero level of communicative competence		
<b>English</b>						

Experience (School subject, international cooperation activities, International Volunteering, ICT practicing, operating online community, etc.)	Description	Duties	Period	

4) Coordinator

Participating teacher in ICT Model School Network	Name	E-mail:		Age	
		Mobile			
		University	Major	Period	
	Bachelor				
	Master				
Doctor					
	Proficiency Scale				Linguistic Test (Grade)
Foreign languages	Native level of communicative competence	Intermediate level of communicative competence	Novice level of communicative competence	Near-Zero level of communicative competence	
English					
Experience (School subject, international cooperation activities, International Volunteering, ICT practicing, operating online community, etc.)	Description	Duties	Period		

4. Present Condition of School and Desired Subject

Facilities	Number of Students per PC		Level	Processing speed	Others
	CD-title	Web Program			
The Status of Self-developed Contents for Education (filling up the numbers of the contents)			Moving Pictures	Audio Materials	
Average hours for Students' using computer(daylight) (tick √ one)	1-2 hours	2-3 hours	3-4 hours	4-5 hours	over 5 hours
The ratio of class using ICT to the whole of curriculum (tick √ one)	5-10%	10-20%	20-30%	30-40%	Over 40%
The ratio of ICT practicing by subjects (filling up the percentage)	Mathematics	English	Society	History	Science
	Music	Fine Art	Gymnastics	Others (filling up)	
Annual teaching hours for ICT practicing (tick √ one)	10-20 hours	20-30 hours	30-40 hours	40-50 hours	Over 50 hours

Desired curriculum for joint class (tick ✓one)	Mathematics	English	Society	History	Science
	Music	Fine Art	Gymnastics	Others (filling up)	
Suggesting a subject for Joint Project within Networking schools	(Please describe ideas for the subject.)				

**A. What is your view about the use of information and communications technologies in education? What benefits do using ICTs in education bring to a school like yours?**

**B. QUALITIES OF SCHOOL THAT WILL MAKE AN ICT IN EDUCATION PROGRAM SUCCEED**

**PLANS:**

**I. Training of ICT Teachers, School Personnel and Lab Technicians**

**II. Schedule of Classes for Maximum Utilization of Lab Use**

**III. Budget Allocation for Sustaining the Management of ICT (Internet connection, software and hardware supplies ,repair and management)**

**F. Is the local community a viable source of support for ICTs in education program?**

**G. Have your teachers been trained before? How many? What are its impact?**

**5. Motives for applying, Expectations, and Action Plan**

	<b>Description</b>
<b>Motives for applying</b>	
<b>Expectation for ICT Model School Activities</b>	<p>Handwritten text describing expectations for ICT model school activities, including mentions of 'ICT Model School', 'activities', and 'learning'.</p>
<b>Action Plan</b>	<p>Handwritten text describing an action plan, including mentions of 'action plan', 'steps', and 'implementation'.</p>

If necessary, please use additional page.

6. Survey for the Principal

Participating teacher in ICT Model School Network *	Gender	<input type="checkbox"/> Male	Years for Teaching Carrier		Age	
		<input type="checkbox"/> Female				
	Bachelor Master Doctor	University		Major		Period
		Foreign Language	Proficiency Scope			Linguistic Test (grade)
			Native level of communicative competence	Intermediate level of Communicative competence	Novice level of communicative competence	
English						
Experiences (training for information, International cooperation activities, International Volunteering, ICT practicing, Online community)	Description			Duties	Period	
Level of encouraging the use of ICT	Description					
	<input type="checkbox"/> intensively <input type="checkbox"/> generally <input type="checkbox"/> so-so <input type="checkbox"/> least <input type="checkbox"/> none Please describe the reason.					
Motives for applying						
Expectation for ICT Model School Network Activities						
Other requests						

This page is for the principal of a school.