Tanggapan ng Kalihim
Office of the Secretary

DepED MEMORANDUM
No. 2 2 7 , s. 2007

'JUN 0 5 2007

ASSESSMENT WORKSHOP ON THE ONE-ON-ONE E-LEARNING CLASSMATE PERSONAL COMPUTER (CMPC) PROJECT

To: Undersecretaries
      Assistant Secretaries
      Bureau Directors
      Directors of Services, Centers and Heads of Units
      Regional Directors
      Schools Division/City Superintendents

1.   The Department of Education (DepED) and Intel Philippines signed an agreement in March 22, 2007 called ICT for Education. As part of this program, a 1-on-1 E-Learning Project on APC Project called Classmate PC will be implemented in selected schools this June.

2.   Schools to be selected as recipients will undergo the selection process enumerated below (now in chronological order):

      a)   Recommendations from Intel Teach team on a shortlist of possible divisions and schools
      b)   Schools Visit/s by DepED and Intel Philippines representatives
      c)   Recommendation from Division Superintendents
      d)   Self-Assessment of Schools accomplished by the Principal
      e)   Submission of Letter of Intent signed by the Principal
      f)   Attendance of the Assessment Workshop

3.   Initially, two schools from the Division of Muntinlupa City are invited to participate in the selection process. These are Muntinlupa Elementary Schools and Alabang Elementary School.

4.   To initiate the selection process, the two selected schools are requested to accomplish the enclosed Self-Assessment Form (Enclosure No. 1). Completed forms are due on May 25, 2007 at 12:00 noon.

5.   In line with this, an Assessment Workshop shall be conducted on May 29, 2007, 8:00 a.m. at the LCC Conference Room, 4th Floor, Mabini Building, DepED Complex, Meralco Avenue, Pasig City. Attendees to this workshop are the following:

      a)   Division Assistant Superintendent of Muntinlupa City
      b)   Division ICT Coordinator of Muntinlupa City
      c)   School Principals of Muntinlupa ES and Alabang ES
      d)   School ICT Coordinators of Muntinlupa ES and Alabang ES
      e)   DepED Main Office Representatives (Representatives of the DepED Secretary, Adopt-A-School Program and Bureau of Elementary Education), Intel and its implementation partners.

6.   The objectives of the assessment workshop are to:

    a)   provide an orientation on 1:1 eLearning project and understand the project outcomes as well as commitments and requirements from the division and school;
    b)   clarify roles and responsibilities of participants; and
    c)   ratify high level trial definition and schedule

7.   Please note that attendance of the above are needed to complete the application. If a division and school do not have complete representation, the school application shall be entertained in future activities, if any occurs. Please confirm attendance through Ms. Yvonne G. Flores of Intel (0918-9432389) or Ms. Ella Arienda of Adopt-A-School Secretariat (02-6388637).

8.   Travel expenses of division and school personnel will be charged against their local MOOE funds while other expenses such as materials and food during the orientation will be shouldered by Intel.

9.   Immediate dissemination of this Memorandum is desired.

JESLI A. LAPUS
Secretary

Encl.:
    As stated

Reference:
    None

Allotment: 1—(D.O. 50-97)

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

    PROJECTS
    SCHOOLS
    WORKSHOPS

Sheila, MPPD-TS, DM One-on-One E-Learning Classmate
May 22, 2007

<u>**Annex A**</u>

School ICT Development Assessment Form

Instructions: **Place a check mark on the box beside your answer. Fill in blanks, as appropriate.**

A. Academic Performance

Academic performance is an overall assessment of the school's level of achievement based on student and teacher skills and competencies

1. NAT performance (2005)

☐ Ranked between 1 and 10. (3 points)   Specify rank _____

☐ Ranked between 11 and 30. (2 points)   Specify rank _____

☐ Ranked between 31 and 50. (1 point)   Specify rank _____

☐ Ranked lower than 50. (0 points)   Specify rank _____

2. a. What percentage of the teaching staff possess basic ICT skills?

☐ Less than 30% of all faculty members have received training and are applying basic ICT skills for either administrative or instructional purposes (1 point)

☐ 30-50% of all faculty members have received training and are applying basic ICT skills for either administrative or instructional purposes (2 points)

☐ Over 50% of all faculty members have received training and are applying basic ICT skills for either administrative or instructional purposes (3 points)

b. What percentage of the teaching staff is integrating the use of ICT for instruction by developing and implementing a student-centered technology-enhanced Lesson/Unit plans?

☐ Less than 30% of all faculty members (1 point)

☐ 30-50% of all faculty members (2 points)

☐ Over 50% of all faculty members (3 points)

c. How often do these teachers implement their student-centered technology-enhanced Lesson/Unit plans?

☐ once in a school year (1 point)

☐ twice in a school year (2 points)

☐ at least thrice in a school year (3 points)

<u>**Annex A**</u>

B. Infrastructure

Infrastructure as an indicator of ICT Development takes into consideration the availability and adequacy of electricity, computers and Internet services for instructional purposes.

1. Does the school have electricity?

    ☐ Available 24 hours, 5 days or more a week (3 points)

    ☐ Available, but with occasional (less than 4 times a month) interruptions (2 points).
    Specify frequency _____.

    ☐ Available, but with regular (4 times or more a month) interruptions (1 point).
    Specify frequency _____.

2. a. How many functional computers are available for instructional use in the school?

    ☐ 1-10 computers (3 points)
    ☐ 11-20 computers (2 points)

    ☐ 21-30 computers (1 point)

    ☐ over 30 computers (0 points)

    b. How many of these computers were:
    ☐ provided by a national government agency (DepED, DTI, DOST, etc.)?

    ☐ purchased/acquired using school funds or funding from a local community donor (LGU, PTA, Alumni Association, etc.)?

    ☐ donated by an NGO or corporate sponsor?

    c. Is the school connected to the Internet?
    ☐ Yes
    i. If *Yes*, What type of Internet connection?
       ☐ Broadband (3 points).
       Specify type _____.

       ☐ Dial-up (2 points).
       Specify if pre- or post-paid _____.

       Specify the ISP _____.

☐ No (1 point).
   ii. If *No*, why not?
      ☐ There is no ISP in the area.

      ☐ It is not a school priority.

      ☐ The school cannot afford an Internet connection.

      ☐ Other (specify) _____

3. How many computers in the school can access the Internet and where are these located? Fill in the following table to answer the question.

Location	Number of Computers		Total number of Computers
	With Internet connection	*Without Internet connection*	
a. Computer Lab			
b. Audio Visual Room (AVR)			
c. Classroom			
d. Library			
e. Principal's Office			
f. Faculty Room			
g. Registrar's Office			
h. Accounting Office			
i. Clinic			
j. Others			

C. Leadership

Measures the efficiency of planning and management processes. This indicator also evaluates priorities of the school reflected by initiatives geared towards the development or enhancement of documented plans and incentives and allocation of needed resources for ICT use.

1. Does the school have an up-to-date school improvement plan (SIP)?

    ☐ Yes (3 points)   ☐ It has an SIP but it is not up-to-date (2 points)

    ☐ No (1 point)

2. a. Does the school have a technology plan, either as a component of the SIP or as a separate document?

☐ Yes (3 points) ☐ No (1 point)

b. If NO, does the school have written guidelines regarding ICT use?

Yes (1 point) ☐ No (0 points)

3. Does the School Administrator/s
   a. prioritize the use of ICTs for instructional and non-instructional purposes?

   ☐ Always (3 points) ☐ Sometimes (2 points) ☐ Never (1 point)

   b. lead by example, i.e., model the routine use of ICT in his/her work

   ☐ Always (3 points) ☐ Sometimes (2 points) ☐ Never (1 point)

   c. make administrative, human resource, technical, and financial provisions in order to facilitate ICT use in the school?

   ☐ Always (3 points) ☐ Sometimes (2 points) ☐ Never (1 point)

   d. provide incentives and rewards for ICT use in the school?

   ☐ Always (3 points) ☐ Sometimes (2 points) ☐ Never (1 point)

   e. monitor and evaluate the outputs and outcomes of ICT-based programs?
   ☐ Always (3 points) ☐ Sometimes (2 points) ☐ Never (1 point)

D. Sustainability
Takes into account the availability of resources and corresponding technical and educational support services needed to maintain efficient and effective use of ICTs within the school.

a. Financial
1. Is the school able to pay for recurring costs of running existing ICT programs and facilities?

   ☐ Fully (3 points) ☐ Partially (2 points) ☐ Not at all (1 point)

2. Is the school able to afford ICT facilities upgrades and replacements?

   ☐ Fully (3 points) ☐ Partially (2 points) ☐ Not at all (1 point)

3. Is the school able to tap stakeholders (LGU, PTA, local businesses, community organizations, etc.) for donations (in cash or in kind) in support of ICT programs?

   ☐ Always (3 points) ☐ Sometimes (2 points) ☐ Never (1 point)

4. What are the sources of funds for the expenses named in #1 & #2? Please check all that apply.
- ☐ MOOE
- ☐ Other school funds (canteen funds, school savings, etc.)
- ☐ User fees
- ☐ PTA funds
- ☐ School Board and other local government funds
- ☐ Other fund raising activities. Specify _____

b. Technical

1. Does the school have access to technical support services?

☐ All repair, maintenance, and user support services are provided by at least one qualified person in the school. (3 points)

☐ Basic troubleshooting and user support services are provided by at least one qualified person in the school while more complex technical issues are addressed by an external provider. (3 points)

☐ All repair, maintenance, and user support services are provided by an external provider. (3 points)

☐ Only some support services are available, whether in-house or via an external provider. Some technical issues are never addressed. (2 points)

☐ No repair, maintenance, and/or user support services are locally available. (1 point)

2. Does the school provide technical training for staff in order to provide repair, maintenance and user support services?

☐ Yes, on a regular basis as part of the school's continuing professional development program. (3 points)

☐ Yes, but only occasionally, usually on a one-off basis and when initiated and/or funded by a third party (e.g., the Division office, the LGU, partner NGOs, etc.) (2 point)

☐ No, because the school cannot afford it and/or it does not know how to source it. (1 points)

☐ No, because the school does not need it. All technical support services are provided by an external provider on a regular basis (3 points)

c. Educational

1. Does the school provide guidelines to teachers on matching ICT use to the curriculum of specific subjects and across subjects?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

2. Does the school provide guidelines to administrators and non-teaching staff regarding ICT use for non-instructional tasks?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

3. Does the school make available to teachers opportunities for professional development in ICT-related areas?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

4. Does the school make available to administrators and non-teaching staff opportunities for professional development in ICT-related areas?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

5. Does the school integrate ICT-related competencies in the overall performance assessment of teachers?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

6. Does the school integrate ICT-related competencies in the overall performance assessment of administrators and non-teaching staff?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

7. Are incentives/rewards available to those innovating with ICT in the school?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

8. Are the teaching staff helping each other review and enhance each other's of ICT-integrated instructional materials and classroom activities?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

9. Are teachers self-learning new technology skills and sharing these with other teachers?

☐ Always (3 points)   ☐ Sometimes (2 points)   ☐ Never (1 point)

Accomplished by:

Name	Designation	Name and Address of School

Date