TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

FROM: **WILLIAM E. GANDO, CESO VI**
Schools Division Superintendent

SUBJECT: **CONDUCT OF ICT USER ASSESSMENT OF DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**

DATE: **October 12, 2023**

1.   Relative to the attached letter dated October 9, 2023, re: Conduct of ICT User Assessment Examination of Department of Information and Communications Technology. This Offices informs that the conduct of the said examination will be on October 25, 2023 at the Conference Room, DepEd SDO Sorsogon, Sorsogon City.

2.   The assessment examination aims to assess the knowledge of the basic office productivity tools, particularly word processing, spreadsheet, and presentation.

3.   The following personnel are recommended to take the said assessment examination:
   1.   ALVIN LABAN – PTO DIAZ NHS
   2.   ELIAKIM DELOVINO – CASINI ES
   3.   FREDERICK ROBELAS – SAN FRANCISCO ES, BULAN 1
   4.   MARK GERALD MALDO – BULAN SOUTH CENTRAL SCHOOL
   5.   JEZELLE HIDEA – CASIGURAN TVS
   6.   REDENTOR FOSTER – GALLANOSA NHS
   7.   ERVIN BALASTON – BULAN NHS
   8.   GELLIAN FE FERRERAS – CELSO FALCOTELO NHS
   9.   JOEM GUTIERREZ – GABAO NHS
   10.   LEA NOVELA – SAN FRANCISCO NHS

4.   Expenses relative to the conduct of this activity will be charged against **school MOOE** subject to the usual accounting and auditing rules and procedures.

5.   For your information, guidance and compliance.

Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

CERTIFICATION INTERNATIONAL
ISO 9001:2015

Accredited QMS Certification Body
Accreditation No: MSA-001

CIP 5461/21/05/1163

October 9, 2023

DR. WILLIAM E. GANDO, CESO VI
Provincial Schools Division Superintendent
Department of Education (DepEd)
Balogo, Sorsogon City, Sorsogon

Dear **PSDS Gando**,

Greetings from the Department of Information and Communications Technology (DICT)!

The DICT, created through Republic Act 10844 "An Act Creating the Department of Information and Communications Technology" in 2016, is mandated to be the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda.

Through its ICT Literacy and Competency Development Bureau (ILCDB), the DICT professionalizes government ICT human resources through the development of national ICT competency standards, competency certification, personnel qualification standards, and career pathing, at par with the international workforce. The Bureau is currently implementing programs that follow a framework called A-B-C-D which stands for Assess, Build, Certify, and Develop. The program aims to (A) assess the competencies of individuals with regard to their digital skills based on the National ICT Competency Standards (NICS). The result of the assessment will determine (B) individuals who need further training or capacity-building on identified areas of deficiency, (C) individuals who are ready for the certification test, and (D) To further enhance their competency through additional training or certification.

Part of these programs is the International Computer Driving License (ICDL). ICDL is an international standard on end-user computer skills. It is a certification in the practical use of computers and computer applications and was conceptualized to address the growing need for digital competence in the workforce across the globe. The interested applicant/examinee may undergo the User Assessment to assess his/her knowledge of the basic office productivity tools, particularly Word Processing, Spreadsheet, and Presentation. This is good for two (2) hours while the online using the Google form is good for two and a half (2 1/2) hours. The results of this Assessment are categorized as Needs Review, Needs Training, and Proficient.

- If the examinee passes the ICT User Assessment (Proficient), he/she may proceed to the ICT User Certification.
- If not, he/she will be advised to undergo a review or training course prior to the Certification Examination.

The training to address the competency gap as recommended from the Assessment can be done through self-learning, a training provider, or ILCDB-developed training which is tailored to the needs of the individuals. Also, the examinee who is confident enough may opt not to take the Assessment and may directly take the ICT User Certification Examination.

The Certification Examination, on the other hand, is a hands-on examination using the office basic productivity tools of the ICDL. This is offered for the passers of the User Assessment and to those who are confident enough with the said office tools. This is an online examination for forty-five (45) minutes. This can only be done through an Accredited Test Center (ATC). As one of the ATCs in the Philippines, the DICT may serve as a testing site for certification-ready individuals.

In view of this, the Bureau through the DICT Regional Office and the Provincial Operations Office of Sorsogon would like to collaborate with you in this program by conducting an ICT User Assessment for ten (10) of your personnel on **October 25, 2023**. The designated Regional Focal Person will be coordinating with your office for the schedule and in any clarifications you may have you may contact us through lydeline.itac@dict.gov.ph / 0936 149 2445.

Thank you very much and we hope to hear from you soon.

Very truly yours,

Digitally
signed by
Fabricante
Merlin
Natividad

MERLIN N. FABRICANTE
Provincial Officer
Sorsogon Provincial Operations Office
DICT Region V

DICT Regional Operations Office – Bicol
2nd Floor, Post Telecom Bldg., Lapu-Lapu St., Legazpi City, Albay

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DICT Region V Sorsogon Provincial Office - 0936 149 2445
DICT Building, Capitol Compound, Burabod, Sorsogon City, Sorsogon