



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
Schools Division of Nueva Ecija
Old Capitol Compound, Burgos Avenue, Cabanatuan City




DIVISION MEMORANDUM

No. 85 s. 2015

INFORMATION TECHNOLOGY AND DATA MANAGEMENT WORKSHOP

To: All Heads of Offices (DO)

1. The ICT Office shall conduct a one-day workshop on Information Technology and Data Management on July 29, 2015 from 9:00 am-4:00 pm at the Conference Room.
2. The objectives of this workshop are:
 - a. To present the status of Information Technology and Data Management of the Schools Division of Nueva Ecija;
 - b. To provide an overview of the present computer systems used by different units, their issues and concerns;
 - c. To analyze the data needs of each office, data requested from other offices, and data provided to other offices;
 - d. To provide working solutions to issues and concerns of data sharing to improve productivity of each office.
3. The head of office and one staff directly working on a computer system are required to attend the workshop. Attendance is a must.
4. Snacks and lunch shall be provided during the workshop.
5. Each office shall accomplish the survey on computer equipment, data requirement, sharing and management on July 27, 2015.
6. Immediate dissemination of this memorandum is earnestly requested.


EDNA SANTOS-ZERRUDO, Ed. D., CESO V
Schools Division Superintendent



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**SURVEY ON COMPUTER EQUIPMENT, DATA REQUIREMENT,
 SHARING AND MANAGEMENT**

23 July 2015

To All Heads of Offices,

The ICT Office is now conducting a survey on the present computer equipment and data requirement, sharing and management in every office. The data collected from this survey shall be used as bases for the Information Technology and Data Management Workshop which shall be held on July 29, 2015. In this regard, may we request you to please submit accomplished survey form on or before July 27, 2015.

Thank you very much.


 Joel Y. Cruz
 Information Technology Officer 1

Name of Office: _____

Number of employees in the office: _____

Inventory of Hardware in the Office. Please indicate the number of working computer hardware in your office and problems that you commonly encounter.

| ICT Hardware | Quantity | Problems Encountered |
|-------------------------|----------|----------------------|
| Desktop | | |
| Laptop | | |
| Printers | | |
| Hubs/Switches | | |
| Others, please specify: | | |

Are the computers in your office interconnected within a network?

- Yes
- No

How do you access the internet?

- Through a WIFI
- Through a hub/switch
- No internet connection

What are the uses of internet which help you improve your office productivity?

1. _____
2. _____
3. _____

Should we limit the use of networking sites (such as Facebook) in the office?

- Yes
- No
- To a certain extent

Any suggestion on this matter? _____

Data and File Sharing. We would like to know the extent of data sharing within the different offices, the problems encountered and some possible solutions.

| From whom (name of office or person) do you usually get data/file? | Name of Imported File and Data | Methods used in file sharing (USB, WIFI, Network) | Problems Encountered | Possible Solutions |
|---|---------------------------------------|--|-----------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| To whom (name of office and person) do you provide data/file? | Name of Exported File and Data | Methods used in file sharing (USB, WIFI, Network) | Problems Encountered | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Operating System (OS) installed in the computers in your office. (Please check all that apply.)

- Windows XP
- Windows 7
- Windows 8
- Others, please specify: _____

How often do you use the following software for office productivity? Also, please rate your proficiency in each software (E: Exemplary; P: Proficient; D: Developing; U: Unsatisfactory)

| Software | Always | Most of the time | Sometimes | Rarely | Never | Your Proficiency |
|-------------------------|---------------|-------------------------|------------------|---------------|--------------|-------------------------|
| MS Word | | | | | | |
| MS Excel | | | | | | |
| MS Power point | | | | | | |
| MS Access | | | | | | |
| Others, please specify: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

What training would be needed by your staff to improve their office productivity?

| Area for Training | Details of training that your staff need to improve office productivity |
|--------------------------|--|
| Software | |
| Hardware | |
| Networking | |
| Others, please specify: | |

Again, thank you and God bless you always!

Accomplished by:

_____ **Name of Respondent**

_____ **Position**

_____ **Date of Submission**