



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

April 18, 2024

**DIVISION MEMORANDUM**

No. 0085, series 2024

**TRAINING NEED ASSESSMENT (TNA) FOR ICT TRAINING REQUIREMENT  
REQUIREMENTS FOR THE EDUCATORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned

1. Herewith is the letter dated March 22, 2024 from **Jovito P. Bolacoy, Jr.**, Project Leader/ DNSC Faculty relative to the conduct of **Training Need Assessment (TNA) for ICT Training Requirements for the Educators** via online survey.
2. With this, all elementary and secondary teaching personnel are requested to fill out the online survey through this link : <https://tinyurl.com/ICTTNA>.
3. Immediate dissemination of this Memorandum is desired.

For and in the Absence of the Schools Division Superintendent:

  
**BASILIO P. MANA-AY, JR. CESO VI**  
Assistant Schools Division Superintendent

**RELEASED**

**APR 18 2024**

Enclosed as stated:  
OSDS/ICTU/tod

RECORDS SECTION-SDO PANABO CITY  
BY 



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City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
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# DAVAO DEL NORTE STATE COLLEGE

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## *Institute of Computing*

March 22, 2024

**JINKY B. FIRMAN, PhD, CESO VI**

OIC, Schools Division Superintendent

Department of Education – Panabo City Division

Panabo City Hall Grounds, Brgy. J.P. Laurel, Panabo City

Dear Dr. Firman,

Greetings!

To empower our basic education teachers, the Department of Education - Panabo City Division and Davao del Norte State College have established partnership through a Memorandum of Agreement signed last August 4, 2021, with the previous SDS, Dr. Reynaldo A. Solitario. This partnership through an extension initiative aims to empowering educators with relevant Information and Communication Technology (ICT) training which aims to aligns with the goals of your division in terms of improving the quality of education and preparing our students for the digital age. By equipping our teachers with the necessary ICT skills, we can foster a more dynamic and engaging learning environment that will benefit our students in the long run.

With that said, I would like to make inquiries with your respected Office about the **viability of doing an ICT training in the second quarter of 2024**. Additionally, I am asking for your help in assessing the training needs, and if the training can be conducted, so that we can determine the ICT training requirements for the educators. The link to the Training Needs Assessment (TNA) is at <https://forms.gle/sCxxTnzx9F6Jq8KT7>. This is still the subject for your comments.

I kindly request your approval and support to proceed with the planning and implementation of this ICT training program. I understand that your endorsement will carry significant weight and facilitate the necessary logistics, including the selection and communication with the participating teachers.

If you have any questions or require additional information about this extension program, please do not hesitate to reach out to me at [jovito.bolacoyjr@dnsc.edu.ph](mailto:jovito.bolacoyjr@dnsc.edu.ph) or 09499148846. Thank you for your attention to this matter. I look forward to your positive response and the opportunity to work together in enhancing the educational landscape.

Respectfully yours,

  
**JOVITO P. BOLACOY, JR.**

Project Leader / DNSC Faculty

### VISION

A premier Higher Institution in Agri-Fisheries and Socio-cultural Development in the ASEAN Region.

### MISSION

DNSC strives to produce competent human resource, generate, and utilize knowledge and technology, uphold good governance and quality management system for sustainable resources and communities.

### CORE VALUES

Excellence  
Integrity  
Innovativeness  
Stewardship  
Love of God and Country

