



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

June 27, 2025

**DIVISION MEMORANDUM**  
 No. 392, s. 2025

**DISSEMINATION OF SURVEY LINK ON REGIONAL MULTIMEDIA TOOL REQUIREMENTS**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID  
 Chief Education Supervisor, SGOD  
 Section/Unit Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- This is in reference to **Regional Memorandum No. 833 s. 2025** and to the OASICT-06192025B Memorandum dated June 19, 2025, titled: *Form Submission of Regional Multimedia Tool Requirements*.
- In view of the said memoranda, this office disseminates the survey link: [https://bit.ly/UserReq\\_Multimedia\\_DepEdRegon1](https://bit.ly/UserReq_Multimedia_DepEdRegon1) to the following DepEd personnel:
  - Teaching Personnel
  - Administrative and Technical Personnel (Communication Personnel, Office Administrators, Information Officers, ITOs and LR Coordinators)
  - Learners (Senior High School – Arts and Design Strand)
- Additional provisions and details are stated in the attached Memorandum. **The deadline for submission of inputs is June 30, 2025.**
- For immediate dissemination and compliance.



**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](https://bit.ly/SDOViganCityCSM)





Republic of the Philippines  
Department of Education  
REGION I



REGIONAL MEMORANDUM  
No. 333, s. 2025



**DISSEMINATION OF SURVEY LINK ON REGIONAL MULTIMEDIA TOOL REQUIREMENTS**

To : **All Schools Division Superintendents**

1. This is reference to the OASICT-06192025B Memorandum dated June 19, 2025, titled, Form Submission of Regional Multimedia Tool Requirements.
2. In line with this, DepEd ICTS is conducting an assessment to identify requirements for new media and multimedia tools that support teaching, administrative functions and specialized learning programs.
3. All Schools Division Office Information Technology Officers (SDO ITOs) are requested to disseminate the survey link: **[https://bit.ly/UserReq\\_Multimedia\\_DepEdRegion1](https://bit.ly/UserReq_Multimedia_DepEdRegion1)** to the following DepEd personnel:
  - Teaching Personnel
  - Administrative and Technical Personnel (Communication Personnel, Office Administrators, Information Officers, ITOs and LR Coordinators)
  - Learners (Senior High School - Arts and Design Strand)
4. Additional provisions and details are stated in the attached Memorandum. **The deadline for submission of inputs is June 30, 2025.**
5. Attached is the Memorandum for reference.
6. For queries and/or concerns, you may contact ICTS-SDD through telephone numbers (02) 8633-2092 or via email at [icts.sdd@deped.gov.ph](mailto:icts.sdd@deped.gov.ph).

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 2



Documan 8



Republic of the Philippines  
**Department of Education**  
REGION I

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7. For information, guidance and compliance.

For the Regional Director:

  
**ATTY. RHEA JOY L. CARBONNEL**  
Chief Administrative Officer  
Administrative Services Division

Reference: None

Encl.: None

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

DCP

ORD/ICTU/SCL/RM\_SubmissionMultimediaToolRequirement  
June 27, 2025



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 2





Republika ng Pilipinas

## Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

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### MEMORANDUM

OASICT-06192025B

TO : **ALL REGIONAL INFORMATION TECHNOLOGY OFFICERS**

FROM : **ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary

SUBJECT : **FORM SUBMISSION OF REGIONAL MULTIMEDIA TOOL REQUIREMENTS**

DATE : 19 June 2025

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The Information and Communications Technology Service (ICTS) is conducting an assessment to identify regional requirements for new media and multimedia tools that support teaching, administrative functions, and specialized learning programs.

All Regional Information Technology Officers (RITOs) are requested to consolidate and submit regional inputs, by June 30, 2025, via [https://bit.ly/UserReq\\_Multimedia](https://bit.ly/UserReq_Multimedia). The form includes required feature categories, estimated quantities, and justification fields.

To prepare your submission, RITOs should:

- Assess regional needs and tool specifications
- Coordinate with Schools Division Offices and schools
- Gather data from Division IT Officers and school personnel
- Identify user groups and estimated quantity requirements

User categories may include (but are not limited to):

1. Teaching Personnel
2. Administrative and Technical Personnel:
  - a. Communications Personnel
  - b. Office Administrators
  - c. Information Officers
  - d. IT Officers
  - e. Learning Resource Coordinators
3. Learners
  - a. Arts and Design Senior High School Learners
  - b. Other specialized track learners requiring creative tools

Each justification must address:

- *Current Operational Context* - Existing operational requirements for creating educational materials, performing tasks, or meeting curriculum requirements
- *Specific Use Cases* - How the features would be utilized in daily operations or learning activities
- *Educational Impact* - How the tools would improve teaching and learning outcomes
- *Curriculum Alignment* - How tools support specific curriculum requirements (especially for specialized tracks)
- *Operational Efficiency* - How the suite would enhance current processes
- *Professional Development/ Career Preparation* - How the tools would enhance staff capabilities or prepare students for future careers

Refer to the attached annex for current feature categories in use.

For inquiries, contact ICTS-SDD via [icts.sdd@deped.gov.ph](mailto:icts.sdd@deped.gov.ph) or (02) 8633-2092.

Thank you.