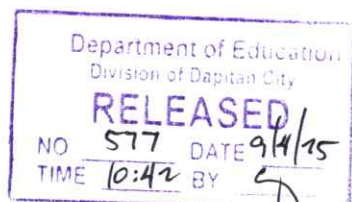**Office of the Schools Division Superintendent**

September 2, 2025

DIVISION MEMORANDUM
No. 577, s. 2025

UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR KEY STAGE LEARNERS ON ICT-Based ASSESSMENT

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Principals In-charge of the District
Secondary School Heads and ICT Teachers

1. In support of the Department of Education's initiative to enhance digital literacy and Integrate ICT in teaching and assessment, this memorandum aims to inform all stake-holders of the upcoming program for upgrading the essential digital skills for Key Stage Learners, specifically focusing on ICT- Based Assessments.

2. This aims to improve students digital literacy skills aligned with the K-12 curriculum. To promote the effective use of the ICT tools in assessment procedures. To build capacity of teachers in designing and implementing ICT-based assessments. To ensure readiness of schools in utilizing digital platforms for student evaluation.   .

3. This program covers grades 7 & 8 teachers of 17 secondary schools within the division, With particular emphasis on Key Stage learners and there respective ICT teachers.

4. The Orientation and Training Workshop will be on October 10, 2025 at Dapitan City NHS Computer Laboratory.

5. School Heads are expected to ensure the participation of their ICT teachers. Teachers are encouraged to actively participate in capacity-building activities and apply learned skills in their assessments.

6. For information and other concerns regarding this activity, please contact Mr. LOURENCE N. REYES through 09550578857.

7. Immediate and wide dissemination of this Memorandum is desired.

Department of Education
Division of Dapitan City
RELEASED
NO 577 DATE 9/4/15
TIME 10:42 BY

JAY S. MONTEALTO, JD EdD CESO VI
Schools Division Superintendent