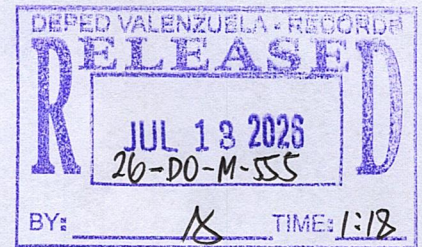




DepEd ICT Unit
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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0560 s. 2026

**DIGITAL CONTENT CREATION AND MULTIMEDIA TOOLS NEED ASSESSMENT
SURVEY**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Memorandum OUICT-MEM-070726-S2-1 titled "Digital Content Creation and Multimedia Tools Need Assessment Survey," this Office requests all teaching and non-teaching personnel who use or are expected to use digital content creation and multimedia software tools to accomplish the said survey.
2. The survey aims to assess personnel's current software requirements, usage patterns, and support needs related to digital content creation, teaching and learning materials, communications, multimedia production, and administrative functions.
3. The survey may be accessed through the following link:
<https://bit.ly/DepEdMultimediaSurvey>.
4. All concerned personnel are requested to accomplish the survey on or before 14 July 2026.
5. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent [Signature]

Encl.: As stated

References: OUICT-MEM-070726-S2-1
To be indicated in the Perpetual Index
under the following subjects:

**SURVEY
INFORMATION COMMUNICATION TECHNOLOGY**

OSDS/ICTU/RCD/NILP/DM- DIGITAL CONTENT CREATION AND MULTIMEDIA TOOLS NEED ASSESSMENT SURVEY
July 9, 2026



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM

OUICT-MEM-070726-S2-1

FOR : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : **ATTY. MARCELINO G. VELOSO III**
Undersecretary

SUBJECT : **DIGITAL CONTENT CREATION AND MULTIMEDIA TOOLS
NEED ASSESSMENT SURVEY**

DATE : 7 July 2026

1. Purpose

- 1.1. This Memorandum disseminates the DepEd Digital Content Creation and Multimedia Tools Assessment Survey for teaching and non-teaching personnel.
- 1.2. The survey aims to assess personnel's current software requirements, usage patterns, and support needs related to digital content creation, teaching and learning materials, communications, multimedia production, and administrative functions.
- 1.3. The results shall guide the planning, allocation, management, and support for digital content creation and multimedia software licenses and related interventions.

2. Background and Rationale

- 2.1. Pursuant to DepEd Memorandum No. 039, s. 2023, titled *Administration and Utilization of Digital Arts and Multimedia Tools in the Department of Education*, and DepEd Memorandum No. 018, s. 2025, titled *Use of Adobe Creative Cloud in the Department of Education*, the Department has provided eligible personnel and learners with access to digital content creation and multimedia tools to support instructional, administrative, communication, and creative production needs.
- 2.2. In addition, through the *Memorandum of Understanding between Canva and the Department of Education* executed in October 2024, DepEd has further expanded access to digital design and content creation tools for education-related use.

- 2.3. As DepEd personnel continue to use digital platforms and multimedia applications across governance levels, there is a need to assess actual software usage, functional requirements, user challenges, and support needs. This assessment will help determine how digital content creation and multimedia tools are being used and what resources, licenses, training, or technical assistance may be required.
- 2.4. The Information and Communications Technology Service (ICTS) shall use the survey results to support evidence-based planning, license management, resource allocation, and the enhancement of digital content creation and multimedia software support across the Department.
- 2.5. The survey covers DepEd teaching and non-teaching personnel across all governance levels and offices who use, or are expected to use, digital content creation and multimedia software tools.

3. Survey Administration

- 3.1. All concerned personnel are requested to accomplish the survey honestly. The survey is intended for planning and software management purposes only. It is not a performance evaluation, and there are no wrong answers.
- 3.2. The survey may be accessed through the following link:
<https://bit.ly/DepEdMultimediaSurvey>.
- 3.3. Public elementary and secondary school heads are requested to ensure that teaching and non-teaching personnel under their supervision are informed of the survey.
- 3.4. The survey shall be accomplished on or before 14 July 2026.

4. Data Privacy and Confidentiality

- 4.1. Survey responses shall be treated as confidential.
 - 4.2. Survey data shall be analyzed and reported in aggregate form for planning, software management, and future ICT initiatives. Aggregated data may be used to monitor participation coverage, including the number of respondents per governance level, region, division, school, office, functional area, or other relevant institutional grouping.
 - 4.3. No individual personnel shall be evaluated, ranked, or publicly identified based on survey responses.
 - 4.4. All collected data shall be processed in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and applicable DepEd data privacy policies.
5. For any further concerns or inquiries, please contact us via email at icts.sdd@deped.gov.ph.
 6. Immediate dissemination of this Memorandum is directed.