

## ELEMENTARY TEACHERS' PERCEIVED BENEFITS AND CHALLENGES IN USING MICROSOFT TEAMS FOR COMMUNICATION AND INFORMATION SHARING IN CARAMORAN SOUTH DISTRICT, DIVISION OF CATANDUANES

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### ABSTRACT

This study aimed to determine the perceived benefits, challenges, and level of utilization of Microsoft Teams for communication and information sharing among elementary teachers in Caramoran South District, Division of Catanduanes, and to propose an action plan to enhance its effective utilization. Recognizing the increasing reliance on digital platforms in the educational setting, this investigation sought to understand how teachers adapt to the integration of Microsoft Teams in their professional tasks, as well as to identify factors that influence its consistent and effective use.

Specifically, the study sought to answer six major research questions: the perceived benefits of Microsoft Teams in terms of improved communication, access to reports, participation in meetings and webinars, and the convenience of its features; the perceived challenges such as technical issues, limited digital skills, time constraints, and low adoption among some teachers; the level of utilization of Microsoft Teams in terms of frequency, range of features, purpose of use, and proficiency; and whether significant relationships existed between perceived benefits, perceived challenges, and the level of utilization of Microsoft Teams. The study also aimed to formulate an action plan to strengthen the use of Microsoft Teams for effective communication and information sharing among elementary teachers.

The study utilized a descriptive-correlational research design to explore the relationship between teachers' perceptions and their actual utilization of Microsoft Teams. A total of 74 elementary teachers from Caramoran South District, Division of Catanduanes, participated as respondents, selected through representative sampling. Data were gathered using a structured questionnaire and statistically treated using the weighted mean and the Pearson Product-Moment Correlation Coefficient to test the relationships between variables at the 0.05 level of significance.

The findings revealed that teachers strongly agreed on the benefits of Microsoft Teams, with an overall weighted mean of 3.58, signifying that the platform substantially supports communication, collaboration, and administrative efficiency. The top-ranked benefit was improved communication with colleagues and administrators, followed closely by participation in meetings, trainings, and webinars. However, teachers agreed that they experienced moderate challenges in using Microsoft Teams (overall weighted mean = 3.18), particularly concerning technical issues, limited digital skills, and time constraints in its utilization. In terms of utilization, results showed that teachers strongly agreed that they consistently used Microsoft Teams for professional purposes (overall weighted mean = 3.42), indicating high engagement with the platform in activities such as attending meetings, submitting reports, and sharing documents. The correlation analysis revealed a significant

relationship between the perceived benefits and the level of utilization of Microsoft Teams, signifying that teachers who perceived greater advantages tended to use the platform more actively. Similarly, a significant relationship between the perceived challenges and the level of utilization was found, suggesting that despite encountering obstacles, teachers continued to engage with the platform, often developing adaptive strategies to overcome barriers.

From these findings, the study concluded that Microsoft Teams is viewed as a valuable and effective tool that enhances communication, collaboration, and overall productivity among teachers. While moderate challenges persist—mainly involving technical limitations and digital competency gaps—these are not substantial enough to discourage its continued use. Teachers' consistent engagement demonstrates resilience, adaptability, and growing technological confidence. To sustain and strengthen these positive outcomes, the study formulated a proposed Action Plan that focuses on addressing technical issues, enhancing digital literacy through targeted training, promoting time management strategies, and fostering a collaborative culture among teachers.

**Keywords:** Descriptive Correlational Study, Elementary Teachers, Perceived Benefits, Challenges, Microsoft Teams, Communication, Information Sharing