REGIONAL MEMORANDUM
ORD-2024 1 3 0 4

TO	:	**CECILLE G. CARANDANG, CESO V** Schools Division Superintendent, SDO Malabon
		VIOLETA M. GONZALES, CESO VI Officer-In-Charge Office of the Schools Division Superintendent, SDO Muntinlupa
		NERISSA L. LOSARIA, CESO V Schools Division Superintendent, SDO Parañaque
		CARLEEN M. SEDILLA, CESO V Schools Division Superintendent, SDO Quezon City
FROM	:	**OFFICE OF THE REGIONAL DIRECTOR**
SUBJECT	:	**PARTICIPANTS TO ARTIFICIAL INTELLIGENCE (AI) IMMERSION DAY FOR TEACHERS**
DATE	:	December 3, 2024

1.   This is in reference to the Memorandum DM-OUHROD-2024-3407 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Offices about the above-captioned subject.

2.   The following personnel are advised to attend the ***activity*** which will be held on **December 9, 2024, 9:00 a.m. to 4:30 p.m.** at **Microsoft Philippines Office, 11/F One Ayala West Tower, Ayala Avenue, Makati City**:

Name	Designation	School	SDO
Christopher E. Ibañez	Teacher II	Catmon Integrated School	Malabon
Sharon E. Zepeda	Teacher III	Col. Ramon Camus Integrated School	
Sheree Ann L. Alondra	Teacher III	Tinajeros Elementary School	
Aquisinur H. Valencia	Teacher I	Tunasan National High School	Muntinlupa

6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: http://www.depedncr.com.ph

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Adonis Villar	Teacher II	Cupang Elementary School	
Almira Xenia Cunado	Teacher III	Muntinlupa Science High School	
Gregorio Quineri	Master Teacher II	Pedro E. Diaz High School	
John Paul Guites	Teacher I	Don Galo National High School	Parañaque
Ruel Ogalesco	Teacher II	Parañaque Senior High School	
Shiela Villanueva	Master Teacher I	Marcelo Green High School	
Michael B. Regudo	Teacher I	Rosa L. Susano - Novaliches Elementary School	Quezon City
Lester L. Balauro	Teacher III	Ramon Magsaysay Cubao High School (detailed to) Novaliches High School	
Marites T. Tayamora	Teacher III	Quezon City Science High School	

3.   The identified participants are requested to complete the registration sheet through this link: https://tinyurl.com/AIinEDRegistrationLink. They are advised to bring their own laptops/devices to be used in the said activity.

4.   The travel expenses, accommodation, per diem and other incidental expenses of the participants will be charge against School Division Office Human Resource Development (SDO HRD) Fund, subject to the usual accounting and auditing rules and regulations.

5.   For questions and concers, please coordinate with **Mr. Marvin DJ Villafuerte**, Senior Education Program Specialist, NEAP Professional Development Division, through email marvin.villafuerte@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715- 9919.

6.   Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

MEMORANDUM
DM-OUHROD-2024-3407

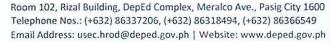|		
TO	:	**Concerned Regional Directors** (NCR, CAR, Region I, Region II, Region III, Region IV-A, Region IV-B, and Region V) **Schools Division Superintendents** **HRDD Chiefs/NEAP R Focal Persons** **All Others Concerned**
FROM	:	**WILFREDO E. CABRAL** *Undersecretary* *Human Resource and Organizational Development*
SUBJECT	:	**AMENDMENT TO DM-OUHROD-2024-3405: ARTIFICIAL INTELLIGENCE (AI) IMMERSION DAY FOR TEACHERS (UPDATED QUALIFICATIONS FOR TEACHER-PARTICIPANTS AND PROGRAM OF ACTIVITIES)**
DATE	:	27 November 2024

1. In line with the commitment of the Department of Education to provide continuous professional development for teachers to enhance their skills and competencies, including the adoption of digital tools and technologies to improve teaching and performance of ancillary tasks, the National Educators Academy of the Philippines (NEAP) and the Microsoft Philippines will conduct the *Artificial Intelligence (AI) Immersion Day for Teachers* on **09 December 2024, 9:00 a.m. – 4:30 p.m.** at **Microsoft Philippines Office, 11/F One Ayala West Tower, Ayala Avenue, Makati City**.

2. The *AI in Education Immersion Day* has the following objectives:

   a. Provide teachers with a comprehensive understanding of AI and its various functionalities;
   b. Inspire teachers with the possibilities that AI offers for enhancing educational experiences; and
   c. Empower teachers with practical knowledge and skills to integrate AI into their teaching practice and performance of ancillary tasks.

3. The activity will target **One Hundred (100) teachers** across eight (8) regions in Luzon, with details of allocation as follows:

Region	No. of Participants
NCR	13
CAR	13
I	13

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2

II	12
III	12
IV-A	13
IV-B	12
V	12
Total	**100**

4. The updated required criteria/qualifications for the teacher-participants are as follows:

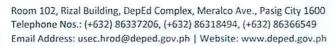|			
a.	*Technical Background*	-	Grades 4-12 teachers
		-	Teachers of various subjects from various schools
b.	*Digital Literacy*	-	With basic proficiency in the use of Microsoft Office applications (Word, Excel, PowerPoint) and familiarity with Microsoft Teams
		-	Must have active DepEd Office 356 accounts and Teams
		-	Must bring their own laptops/device
c.	*Interest in Technology Integration*	-	Has demonstrated interest in incorporating technology into teaching practices, such as previous participation in tech workshops or digital learning initiatives
d.	*Professional Development*	-	With participation in professional development programs focused on educational technology
		-	*Note: Microsoft Innovative Educator Experts and Microsoft Education Ambassadors are encouraged to participate in this Immersion Day.*
e.	*Collaboration*	-	Has experience in collaborative teaching or team-based educational projects

5. Based on the above, **the concerned Regional Offices**, through the HRDD Chiefs/NEAP R Focal Persons, **are requested to submit the names and profiles of their nominated teacher-participants** by completing the registration sheet which can be accessed through the link **https://tinyurl.com/AIinEDRegistrationLink on or before 02 December 2024**.

6. Please see enclosure for the *AI Immersion Day for Teachers – Program of Activities*.

7. The participants' travel expenses, accommodation, per diem, and other incidental expenses shall be charged against Schools Division Office Human Resource Development (SDO HRD) Fund, subject to the usual accounting and auditing rules and regulations.

8. Should you have questions or concerns, please coordinate with **Mr. Marvin DJ. Villafuerte**, Senior Education Program Specialist, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph / marvin.villafuerte@deped.gov.ph and/or landline (02) 8715-9919.
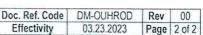
9. For immediate dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.2023	Page	2 of 2

ARTIFICIAL INTELLIGENCE (AI) IMMERSION DAY FOR TEACHERS
09 December 2024 | 9:00 a.m. – 4:30 p.m.
Microsoft Philippines Office, 11/F One Ayala West Tower, Ayala Avenue, Makati City

PROGRAM OF ACTIVITIES

Time	Topic	Description
9:00-9:20 a.m.	**Welcome and Introduction**	Value of AI in education and how it can help teachers focus more on student engagement by reducing time spent on ancillary and administrative tasks
9:20-10:20 a.m.	**AI in Education**	Explore how AI tools can enhance web-based educational tools and resources.
	Save Time and Engage Better: Generate lesson plans, create content tailored to student's needs, formulate strategies to automate routinary administrative work	Dive into the functionalities of AI integration in Microsoft Office applications and discover how it can streamline tasks and improve productivity.
	Better Collaboration and Communication: Discover ways to maximize productivity during meetings such as AI-assisted notetaking, meeting summarization, and agenda creation; Automate attendance tracking, assignment distribution, and grading; Streamline communication with students, parents and co-teachers.	Learn about the integration of AI in Microsoft Teams to be more productive during meetings and how to facilitate collaboration and communication among educators and students.
10:20-10:40 a.m.	**Best Practices: AI in the classroom**	Examples of how teachers are using AI to improve teaching and learning outcomes
10:40-11:00 a.m.	**Morning Break**	
11:00 a.m.-12:30 p.m.	**Hands-on Activity**	
12:30-1:30 p.m.	**Lunch Break**	
1:30-3:00 p.m.	**Group Activity** Real use cases of how AI can support teachers' ancillary tasks	Exploring the *before and after* effects of AI implementation across 8 scenarios for DepEd teachers.
3:00-3:20 p.m.	**Afternoon Break**	
3:20-3:40 p.m.	**Building Educator Skills**	Discover available learning resources for educators designed to develop practical skills for integrating Copilot into daily teaching activities, enhancing lesson plans, and engaging students.
3:40-4:00 p.m.	**Building a Community of Practice**	Foster a sense of community among educators, sharing best practices, insights, and experiences to continuously improve the use of AI in education.
4:00-4:30 p.m.	**Wrap Up**	Summarization of the day's learnings, key take aways and reflections. Agree on next steps

(as of 26 November 2024)

2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telefax No.: (+632) 8638-8638
Email Address: neap.od@deped.gov.ph

Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	1 of 1