REGIONAL MEMORANDUM
ORD-2024- 1312

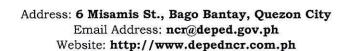|		
TO	:	**CECILLE G. CARANDANG, CESO V** Schools Division Superintendent, SDO Malabon City
		VIOLETA M. GONZALES, CESO VI Schools Division Superintendent, SDO Muntinlupa City
		NERISSA L. LOSARIA, CESO V Schools Division Superintendent, SDO Parañaque City
		CARLEEN M. SEDILLA, CESO V Schools Division Superintendent, SDO Quezon City
		HAJJI R. PALMERO Chief Education Supervisor, HRDD-NEAP R
FROM	:	**OFFICE OF THE REGIONAL DIRECTOR**
SUBJECT	:	**PARTICIPANTS TO THE ARTIFICIAL INTELLIGENCE (AI) IN EDUCATION IMMERSION DAY**
DATE	:	09 December 2024

1.   In reference to the attached Memorandum DM-OUHROD-2024-3405, dated 26 November 2024, from the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the concerned personnel of the above-mentioned subject.

2.   The following participants from the Regional Office and Schools Division Offices are advised to attend the **Artificial Intelligence (AI) in Education Immersion Day** which will be held on **December 9, 2024** at **Microsoft Philippines Office, One Ayala, Makati City**:

No.	Name	Position	Division
1	Arren V. Aduan	EPS	RO-HRDD
2	Richard D. Vidal	EPS II	RO-HRDD
3	Don Ray V. Salvador	EPS II	RO-HRDD
4	Christopher E. Ibañez	Teacher II	Malabon City
5	Sharon E. Zepeda	Teacher III	Malabon City

No.	Name	Position	Division
6	Sheree Ann L. Alondra	Teacher III	Malabon City
7	Adonis S. Villar	Teacher II	Muntinlupa City
8	Aquisinur H. Valencia	Teacher I	Muntinlupa City
9	Almira Xenia Cunado	Teacher III	Muntinlupa City
10	Gregorio S. Quineri	Master Teacher II	Muntinlupa City
11	John Paul A. Guites	Teacher I	Parañaque City
12	Rowell Ogalesco	Teacher II	Parañaque City
13	Shiela Villanueva	Master Teacher I	Parañaque City
14	Michael B. Regudo	Teacher I	Quezon City
15	Marites T. Tayamora	Teacher III	Quezon City
16	Lester L. Balauro	Teacher III	Quezon City

3.   The identified participants are requested to confirm their attendance through the registration link: https://tinyurl.com/AIinEDRegistrationLink. They are advised to bring their own laptops.

4.   School Heads of the concerned teacher-participants shall make necessary arrangements to ensure that the *No Disruption of Classes Policy* shall be strictly observed.

5.   For further information and any concerns, please contact **Richard D. Vidal**, Education Program Specialist II, Human Resource Development Division through email richard.vidal@deped.gov.ph.

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

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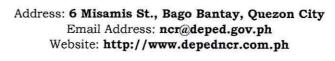concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd

No.	Name	Position	Division
6	Sheree Ann L. Alondra	Teacher III	Malabon City
7	Adonis S. Villar	Teacher II	Muntinlupa City
8	Aquisinur H. Valencia	Teacher I	Muntinlupa City
9	Almira Xenia Cunado	Teacher III	Muntinlupa City
10	Gregorio S. Quineri	Master Teacher II	Muntinlupa City
11	John Paul A. Guites	Teacher I	Parañaque City
12	Rowell Ogalesco	Teacher II	Parañaque City
13	Shiela Villanueva	Master Teacher I	Parañaque City
14	Michael B. Regudo	Teacher I	Quezon City
15	Marites T. Tayamora	Teacher III	Quezon City
16	Lester L. Balauro	Teacher III	Quezon City

3.   The identified participants are requested to confirm their attendance through the registration link: https://tinyurl.com/AIinEDRegistrationLink. They are advised to bring their own laptops.

4.   School Heads of the concerned teacher-participants shall make necessary arrangements to ensure that the *No Disruption of Classes Policy* shall be strictly observed.

5.   For further information and any concerns, please contact **Richard D. Vidal**, Education Program Specialist II, Human Resource Development Division through email richard.vidal@deped.gov.ph.

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

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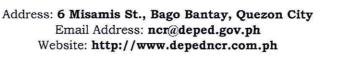Assistant Secretary for Operations

Encl. as stated

rdv/hrdd

MEMORANDUM
DM-OUHROD-2024-_3405_

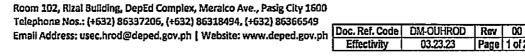|		
TO	:	**Concerned Regional Directors** (NCR, CAR, Region I, Region II, Region III, Region IV-A, Region IV-B, and Region V) **Schools Division Superintendents** **HRDD Chiefs/NEAP R Focal Persons** **All Others Concerned**
FROM	:	**WILFREDO E. CABRAL** *Undersecretary* *Human Resource and Organizational Development*
SUBJECT	:	**ARTIFICIAL INTELLIGENCE (AI) IN EDUCATION IMMERSION DAY**
DATE	:	26 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) in Education Immersion Day* on **09 December 2024, 9:00 a.m. – 4:30 p.m.** at **Microsoft Philippines Office, One Ayala, 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
II	12
III	12
IV-A	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

IV-B	12
V	12
Total	**100**

4. The qualifications required 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 bring their own laptops
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 1*** for the *AI in Education Immersion Day 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.
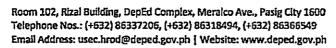
9. For dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

[NEAP/Cabiling]

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

Enclosure 1

ARTIFICIAL INTELLIGENCE (AI) IN EDUCATION IMMERSION DAY
09 December 2024
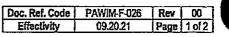Microsoft Philippines Office, One Ayala, Makati City

PROGRAM OF ACTIVITIES

TIME	TOPIC	DESCRIPTION	EXPECTED OUTCOMES	PRESENTERS
09:00 – 09:20 a.m.	**Welcome and Introduction**	Land AI value in Education, Reinforce DepEd and Microsoft Partnership		DepEd Secretary Sonny Angara
	Understanding AI for Teaching and Learning			
09:20 – 10:20 a.m.	**AI in Education**	Explore how AI tools can enhance web-based educational tools and resources.	Copilot for Web	MTC Resource
	Save Time and Engage Better: Generate lesson plans, create content tailored to student's needs, formulate strategies to automate routine administrative work.	Dive into the functionalities of AI Integration in Microsoft Office applications and discover how it can streamline tasks and improve productivity.	Copilot Office Applications for Word, Excel, PowerPoint	MTC Resource
	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.	Copilot for Teams	MTC Resource
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.	Copilot web Reading Progress for Senior HS students	• Adolf Aguilar, DepEd Division of Cebu City DepEd Division of Bais

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 2

10:40 – 11:00 a.m.	MORNING BREAK			
11:00 a.m. – 12:30 p.m.	**Hands-on Activity**			MTC Resources
12:30 – 1:30 p.m.	LUNCH BREAK			
1:30 – 3:00 p.m.	**Group Activity**	Exploring the before and aftereffects of AI implementation across 8 scenarios for DepEd teachers. Currently working on the details and mechanics.		• Michelle Pamintuan • Tim Vergel de Dios • Rachel Pastoriza • Paul Villena • 2 CSMs
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.	• MS Educator Community • MS Learn	Clarissa Segismundo
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 takeaways and reflections. Agree on the next steps.		

Note: The Program of Activities is derived from the Concept Note provided by Microsoft Philippines.

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	2 of 2