



Republic of the Philippines  
Department of Education  
REGION XI

SCHOOLS DIVISION OF DIGOS CITY  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM  
CID-2025 - 187

TO : Assistant Schools Division Superintendent  
CID Chief  
Public Schools District Supervisors Concerned  
Education Program Supervisor Concerned  
School Heads Concerned

Subject : Creation of Technical Working Group (TWG) for AI Integration in Public Education Policy Development

Date : June 9, 2025

In pursuit of innovative, responsive, and future-oriented education aligned with the Department's thrusts and the amplification of the 21<sup>st</sup> Century Skills Framework, the Schools Division Office of Digos City hereby issues this Memorandum to announce the creation of a Technical Working Group (TWG) for the formulation and development of a localized Artificial Intelligence (AI) Integration Policy Framework for basic education. This initiative is anchored on Republic Act No. 9155 otherwise known as "Governance of Basic Education Act of 2001". It is also in support of DepEd's Education Futures framework, emphasizing the ethical and inclusive integration of emerging technologies.

The TWG shall be tasked with crafting policy directions and implementation protocols that govern the responsible use of AI in public schools. Specifically, it shall formulate comprehensive guidelines on the use of AI in instruction, content creation, and student assessment; address legal concerns such as data privacy, copyright, and cybersecurity; and establish clear ethical standards and mechanisms for monitoring and evaluation.

The composition of the TWG shall include the following:

Name of Personnel	Position/Designation	Role/Responsibility
Rodel L. Pagayon	EPS	Chairperson
Ivy F. Solano	EPS	Co-Chairperson
Stephen Pascual	ITO	Member
Inda D. Nacua	EPS	Member
Mary Joy Fortun	PSDS	Member
Merilyn Galo	MT II	Member
Ma. Regina Robante	MT I	Member
Thonver R. Sampaga	T III	Member
Jeriel Caminade	MT I	Member
Robin Charles O. Ramos	T II	Secretariat
Kim Dela Cruz	T III	Secretariat
Beverly S. Daugdaug, EdD	CID Chief	Overseer
Melanie P. Estacio, PhD	SDS	Adviser



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**The initial meeting of the TWG is scheduled on June 13, 2025 at 2:00PM to be held at the SDO Conference Room.** The agenda will include scoping of the framework, division of responsibilities, initial drafting of guidelines, and timeline setting.

The following deliverables are expected from the TWG: (1) a working draft of the AI Policy Framework, outlining standards for usage, ethics, and governance; (2) clear implementation guidelines covering classroom, assessment, and content creation protocols; (3) practical monitoring and evaluation tools for school-level deployment; and (4) a consolidated final report to be submitted to the Office of the SDS no later than July 31, 2025.

Attendance to the initial meeting by the TWG shall be subject to the policy on “No Disruption of Classes” per DepEd Order No. 9, s. 2005 entitled: “Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith”.

Immediate dissemination of this Memorandum is desired.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

Enclosed: As stated.  
cid/rlp

DepEd Schools Division of Digos City  
RECORDS SECTION

**RECEIVED**  
DATE: JUN 11 2025 TIME: 4:21 PM  
BY: 