



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025 - 264

**TO** : Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Public Schools District Supervisors Concerned  
Education Program Supervisors Concerned School  
Heads Concerned

**Attention:** Members of the Technical Working Group (TWG) on the  
Drafting of Policy Guidelines on the Responsible Use of  
AI in SDO Digos City

**Subject** : Review of Policy Guidelines on the Responsible Use of Artificial  
Intelligence (AI) in SDO Digos City

**Date** : July 15, 2025

Pursuant to Division Memorandum CID-2025-183, titled "**Creation of Technical Working Group (TWG) for AI Integration in Public Education Policy Development**", this Office instructs the members of the Technical Working Group (TWG) on the Drafting of Policy Guidelines on the Responsible Use of AI in SDO Digos City to convene on July 16, 2025 at 9:00AM at SDO Conference Room to review the draft of the said policy guidelines and to prepare the teaser video for its launching.

Moreover, Mr. Marlou Samontina is requested to join the TWG to provide technical assistance on policy guidelines' layout and **teaser** video.

TWG members who are classroom teachers are advised to make the necessary arrangements, pertaining to their classes, with their school heads in compliance to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith".

Immediate dissemination of this Memorandum is desired.

*Melanie P. Estacio* JUL 15 2025  
MELANIE P. ESTACIO, PhD, CESO VI  
Schools Division Superintendent

Enclosed: As stated.  
cid/rlp

DepEd Schools Division of Digos City  
RECORDS SECTION

RELIEVED  
25-70571  
DATE: JUL 15 2025 TIME: 4:00 PM  
BY: *[Signature]*