



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2025- 274

To : Assistant Schools Division Superintendent  
CID Chief  
Public Schools District Supervisors  
Education Program Supervisors Concerned  
School Heads Concerned  
Teachers Concerned

Subject : **Finalization of Policy Guidelines on the Responsible Use of AI in SDO  
Digos City and Teaser Video**

Date : July 21, 2025

In reference to Division Memorandum CID-2025-183 titled "**Creation of Technical Working Group (TWG) for AI Integration in Public Education Policy Development**", this Office enjoins all members of the TWG to convene on July 24-25, 2025 at Kapatagan National High School (Kapatagan NHS) for the finalization of the policy guidelines and teaser video in preparation for its launching.

All members of the TWG are required to accomplish their assigned tasks a day before the finalization of the policy guidelines and to bring any materials relevant to the activity.

Members of the TWG who are classroom teachers are advised to make the necessary arrangements with their school heads to ensure that their classes are managed during their attendance at the finalization of the policy guidelines, in compliance with the "No Class Disruption Policy."

Travel, food, and incidental expenses shall be charged to the respective local funds of the schools or division where the members of the TWG are assigned.

The Principal of Kapatagan NHS is advised to accommodate the members of the TWG by providing the necessary logistics for the finalization of the policy guidelines.

The list of the members of the TWG is enclosed in this memorandum.

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

**RELEASED**  
DATE: JUL 23 2025 TIME: 9:00 AM  
BY: \_\_\_\_\_



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082)553-8375; | (082)553-8396  
**Email:** digos.city@deped.gov.ph  
**Website:** depeddigoscity.org



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:

<i>Name of Personnel</i>	<i>Position/Designation</i>	<i>Role/Responsibility</i>
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

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BY: 



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
**CID-2025 - 202**

**TO : Assistant Schools Division Superintendent**  
**CID & SGOD Chiefs**  
**Public Schools District Supervisors Concerned**  
**Education Program Supervisors Concerned**  
**School Heads Concerned**  
**Attention:** Jay Mark M. Alocelja, T-III - DMMES  
Lee Wilson C. Precellas, T-II - DMMES  
Jayffer S. Sartorio, T-I - DiCNHS  
Darsyl D. Silayan, T-I - KNHS

**Subject : Addendum to DM CID-2025-183 re: Creation of Technical Working Group (TWG) for AI Integration in Public Education Policy Development**

**Date : June 23, 2025**

Pursuant to Division Memorandum CID-2025-183, titled "**Creation of Technical Working Group (TWG) for AI Integration in Public Education Policy Development**", this addendum is issued to further enhance the composition of the TWG and ensure a more comprehensive and collaborative development of the policy guidelines.

The following personnel are hereby included as additional members of the Technical Working Group (TWG):

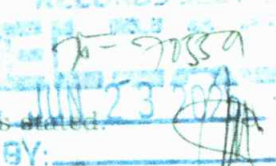
Name of Personnel	Designation/Position	Role as Member of TWG
Jay Mark M. Alocelja	T-III, DMMES	Layout Artist/Video Editor
Lee Wilson C. Precellas	T-II, DMMES	Layout Artist/Video Editor
Jayffer S. Sartorio	T-I, DiCNHS	Layout Artist/Video Editor
Darsyl D. Silayan	T-I, KNHS	Voice Artist
Reyzen O. Monserate	EPS/SMM&E	M&E

Furthermore, the TWG shall convene for a **Policy Review Session on June 24, 2025 at 9:00AM at SDO Conference Room**. All members are enjoined to attend and bring relevant materials or drafts in preparation for policy guidelines finalization.

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.

For and in the absence of the  
Schoools Division of Digos City, Schools Division Superintendent:

**RECORDS SECTION**  
**CHERRIE ANNE B. BOHOL**  
EPS-SGOD/Officer-in-Charge  
Enclosed As stated:  
cid/rlp  
BY: 





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 Office of Digos City

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DATE: JUL 15 2025 TIME: 4:00 PM

BY: *[Signature]*