



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 285

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

Subject : PRESENTATION OF POLICY GUIDELINES ON THE RESPONSIBLE
USE OF AI IN SDO DIGOS CITY TO THE SCHOOLS DIVISION
SUPERINTENDENT (SDS)

Date : July 28, 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 directs the members of the TWG to convene on July 29, 2025, at 1:00 PM at the Office of the Schools Division Superintendent for the presentation of the drafted Policy Guidelines on the Responsible Use of Artificial Intelligence (AI) in SDO Digos City.

The activity aims to present the finalized policy guidelines to the Schools Division Superintendent and to gather recommendations and endorsement for its official adoption.

Classroom teachers who are members of the TWG are advised to coordinate with their respective school heads to ensure that appropriate class management measures are in place during their attendance, in adherence to the “No Class Disruption Policy”.

Immediate dissemination of this Memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

JUL 29 2025

Enclosed: As stated.
cid/rlp

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
28-71089

DATE: JUL 29 2025 TIME: 2:07 PM
BY: *[Signature]*