



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025- 717

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

Subject : **REVISION OF AVP FOR POLICY GUIDELINES ON THE RESPONSIBLE
USE OF AI IN SDO DIGOS CITY**

Date : August 5, 2025

In reference to Division Memorandum CID-2025-183 titled "**Creation of Technical Working Group (TWG) for AI Integration in Public Education Policy Development**," the members of the TWG are hereby directed to proceed with the revision of the Audio-Visual Presentation (AVP) for the policy guidelines.

To enhance the AVP, additional video footages, pictures, and voiceovers must be gathered in the following identified schools on **August 11-12, 2025**:

1. Matti Elementary School (MES), Binaton, Digos City; and
2. P. Garcia Elementary School (PGES), Biao, Digos City,

The following members of the TWG will be responsible for the activity:

- | | |
|-------------------------|-----------------------|
| 1. Marlou Samontina | 6. Thonver Sampaga |
| 2. Jay Mark Alocelja | 7. Darsyl Silayan |
| 3. Lee Wilson Precellas | 8. Ma. Regina Robante |
| 4. Jayffer Sartorio | 9. Merilyn Galo |
| 5. Jeriel Caminade | |

The school heads of the aforementioned schools are likewise requested to make necessary preparations to ensure the availability of their facilities, subject learners, and teachers for the shooting of the required AVP materials.

The TWG members assigned to this task are expected to coordinate closely with the school heads to finalize the details and ensure smooth execution of the activity in preparation for the upcoming policy guidelines launching.

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.

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DATE: AUG 05 2025
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BY: [Signature]

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

Enclosed: As stated.
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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
CID-2025 - 182

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 21st 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".

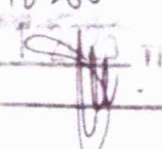
Immediate dissemination of this Memorandum is desired.


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

Enclosed: As stated.
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DepEd Schools Division of Digos City

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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
Schools Division Superintendent:

Schools Division of Digos City
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CHERRIE ANNE B. BOHOL
EPS-SGOD/Officer-in-Charge

Enclosed As stated.
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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 - 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

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