



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025- 777

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

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

Date : August 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 hereby directs the members of the TWG to convene for the purpose of finalizing the Policy Guidelines on the Responsible Use of AI in SDO Digos City.

To ensure the smooth and timely completion of this undertaking, the following timeline of activities shall be observed:

DATE	ACTIVITY	VENUE
September 2, 2025	Revision of Policy Guidelines and Audio-Visual Presentation (AVP).	SDO Conference Room, Digos City
September 10-11, 2025	Finalization of Policy Guidelines and AVP; Presentation to the Schools Division Superintendent.	
September 12, 2025	Preparation of Policy Guidelines and AVP for launching.	
September 19, 2025	Official Launching of the Policy Guidelines on Responsible Use of AI in SDO Digos City	General Santos City

All members of the TWG are enjoined to actively participate and give their full support to the completion and institutionalization of the policy guidelines.

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.

JepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
25-777
AUG 28 2025
Enclosed: As stated.
cid/rlp BY:
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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