



Republic of the Philippines  
Department of Education  
REGION XI

SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2025- 642

To : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
NEU Officers – Digos City Division Chapter  
All Others Concerned

Subject : **COORDINATION MEETING / PLANNING FOR NON-TEACHING YEAR-END ACTIVITY TITLED: "AI AND SELF-MASTERY: EMPOWERING NON-TEACHING PERSONNEL FOR EXCELLENCE"**

Date : December 9, 2025

In connection with the upcoming Year-End Activity for Non-Teaching Personnel titled *"AI and Self-Mastery: Empowering Non-Teaching Personnel for Excellence"* scheduled on December 17–19, 2025 at Greenleaf Hotel, San Miguel Street, General Santos City, the personnel listed below are requested to attend a **Coordination Meeting** as detailed below:

- **Date:** December 11, 2025 (Thursday)
- **Time:** 9:00 AM – 12:00 NN
- **Venue:** DiCNHS-AVR
- **Personnel Involved:**

1. Eleser D. Mateo	NEU Officer / TWG
2. Peter-Jason Senarillos	NEU Officer / TWG
3. Ma. Bernadette V. Pagayon	NEU Officer / TWG
4. Sheena A. Asarak	NEU Officer / TWG
5. Ivy R. Donato	NEU Officer / TWG
6. Regie V. Clemente	NEU Officer / TWG
7. Danilo M. Ebol, Jr.	NEU Officer / TWG
8. Arvin B. Diacosta	NEU Officer / TWG
9. Ruben Evarretta	TWG / Resource Speaker
10. Thonver Sampaga	TWG / Resource Speaker
11. Stephen Pascual	TWG / Resource Speaker



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
(082)553-8375



**Objectives of the Coordination Meeting:**

1. Finalize task assignments with the Technical Working Group (TWG) members.
2. Prepare working templates for the AI training sessions.
3. Run a sample dashboard as a preview of the expected output.
4. Align the activity flow and program design to ensure smooth implementation.
5. Establish clear communication and contingency plans for the event.

Travel expenses shall be charged to the respective School MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance and compliance.

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

Schools Division of Digos City  
RECORD SECTION

DATE: DEC 09 2025 TIME: 2:57 PM  
BY: *[Signature]*

Enclosed: As stated.  
CID/PSDS/EDM



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