



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

Office of the Schools Division Superintendent

June 29, 2026

DIVISION MEMORANDUM

SGOD-2026-711

To : Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public School District Supervisors
 Public School Heads
 Public School Teachers
 All Others Concerned

Subject: **INVITATION TO PARTICIPATE IN THE ONLINE COURSE ON AI FOR EVERYDAY PRODUCTIVITY**

1. This is in reference to the 1st Indorsement dated June 24, 2026 signed by Allan G. Farnazo, Director IV, the herein invitation from the Development Academy of the Philippines, to participate in the Online Course on AI for Everyday Productivity on June 29-July 2, 2026 at 5:00PM via Zoom platform.
2. Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.
3. Relevant details and information are provided in the enclosures.
4. Attendance/participation is on official time only.
5. For information and wide dissemination.

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

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 DATE: 02 JUL 2026 TIME: 1:57
 BY: [Signature]

Enclosed: As stated.
 SGOD/jsa



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

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION



1st Indorsement
June 24, 2026

Respectfully referred to the Schools Division Superintendents, the invitation from the Development Academy of the Philippines, to participate in the Online Course on AI For Everyday Productivity on June 29 - July 2, 2026 at 5:00 PM via Zoom platform, subject to the no disruption of classes policy, learning and development priorities and discretion of the approving authority.

ALLAN G. FARNAZO
Director IV

Enclosed: As Stated.

ROH6/trec

DEPARTMENT OF EDUCATION ROX
RECORDS SECTION
RELEASED
By: JUN 25 2026
Date: _____ Time: _____



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph



[Invitation to Send Participants] Online Course on AI For Everyday Productivity

1 message

Development Academy of the Philippines <capdev.coepsp@dap.edu.ph>
Reply-To: Development Academy of the Philippines <capdev.coepsp@dap.edu.ph>
To: region11@deped.gov.ph

Mon, Jun 15, 2026 at 10:55 AM

RECORDS SECTION

RECEIVED

674/2026/1
JUN 15 2026
Time 12:09



development academy of the philippines
Center of Excellence on Public-Sector Productivity

CALL FOR NOMINATIONS

ONLINE COURSE ON AI FOR EVERYDAY PRODUCTIVITY

JUNE 29 - JULY 2, 2026, 1:00 - 5:00 PM | VIA ZOOM PLATFORM



About this course

This online course introduces participants to the practical use of Artificial Intelligence (AI) for everyday office productivity in the public sector. It covers AI fundamentals, responsible and ethical use, and hands-on applications of AI for writing, document summarization, presentations, data analysis, and basic chatbot development.

WHO CAN ATTEND THIS COURSE? Officers, Technical Staff, and Administrative Staff from public sector organizations involved in Planning, Project Management, Capability Development, Research, Knowledge Management, Technical Assistance, HR, Finance, and Administrative Support.

The course is particularly suited for individuals who are **new to AI** or have **limited experience using AI tools**, and are interested in learning practical ways to apply AI to enhance office productivity.

[Click HERE](#) to download Nomination Form

Sessions to look forward to

Session 1: Understanding the Fundamentals of Artificial Intelligence

Session 2: Applying Responsible AI Practices

Session 3: Improving Office Productivity Using AI

Session 4: Introduction to AI Chatbot

TRAINING FEE AND INCLUSIONS

The training fee is **PHP 2,500 per accepted participant**, which includes full access to online course modules and learning materials, a **E-Certificate equivalent to 16 Training Hours** upon successful completion of all required outputs and passed all course quizzes.

DEADLINE OF SUBMISSION OF NOMINATIONS

Enrollment to the course will remain open until **24 June 2026**.

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Antonio, Pasig City - Pasig City 1505 - Philippines

