



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**DIVISION OF CITY SCHOOLS – TAGBILARAN CITY**

SGOD-2025-098


**NOTICE OF MEETING**

**TO** : **MRS. GRACE MARIE CAMPOS**                      **MR. RUEL PUMATONG**  
*Principal, Tagbilaran City Science HS*                      *Disbursing Officer*

**MR. ALJON S. FRONTERAS**                      **ATTY. ESTHER GERTRUDE BILIRAN**  
*Assisting Principal, TCSHS*                      *Chairman, SPTA Board TCSHS*

**SPTA BOARD MEMBERS**                      **MAURINE C CASTAÑO**  
*SY 2024-2025*                      *Chief, SGOD*

**LIZA E. MAQUILING PhD**                      **ENGR. LOUENIE T. INDANAO**  
*Division PTA Focal Person*                      *Division Engineer*

**FROM** : **WILFREDA D. BONGALOS PhD CESO V**  
*Schools Division Superintendent* 

**SUBJECT** : Meeting on the Electrification of the New Building and Clarification  
: on issues related to PTA School Projects

**DATE** : May 8, 2025, 9:00 AM

**VENUE** : TCSHS Research Room

**OBJECTIVES OF THE MEETING:**

1. To clarify the roles and responsibilities of the School Management, PTA Board, and other involved personnel in securing the occupancy permit of the newly constructed building at Tagbilaran City Science High School.
2. To identify and reconcile issues related to the unavailability or withholding of the contractor's contract and other required documents currently held by the Disbursing Officer.
3. To establish a straightforward process and timeline for submitting and releasing all necessary documents, particularly those required for the occupancy permit application.
4. Foster open dialogue and cooperation among stakeholders to ensure compliance with legal and regulatory requirements for the safe use and electrification of the new school building.



**AGENDA:**

1. Opening Program
  - a. Prayer
  - b. Welcome Remarks – Mr. Aljun Fronteras, Assisting Principal
  - c. Statement of Purpose – Liza E. Maquiling, Division PTA Focal Person
2. Reading of the Letter from Atty. Esther Gertrude Biliran
  - Miss Maurine C. Castaño, Chief, SGOD
3. Presentation of the Current Status of the Building and Permit Processing
  - Mrs. Grace Marie Campos, School Principal
4. Clarification of the Required Documents for Occupancy Permit
  - Engr. Louenie T. Indanao, Division Engineer
5. Open Forum
  - o Discussion on the Availability and Custody of the Contractor's Contract
  - o Issues and Concerns from Stakeholders
  - o Agreement on Next Steps
    - Facilitated by the SGOD Chief, Miss Maurine Castaño
6. Closing Prayer



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. \_\_\_\_\_, s. 2025

May 7, 2025

**ESTABLISHMENT OF THE CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH  
FOR THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Schools Governance and Operation Division, disseminates the DepEd Order No. 013, s. 2025, titled **Establishment of the Center for Artificial Intelligence Research for the Department of Education**, contents of which are self-explanatory.
2. For more information and guidance from all concerned, please see attached DepEd Order.
3. For immediate dissemination of and strict compliance.

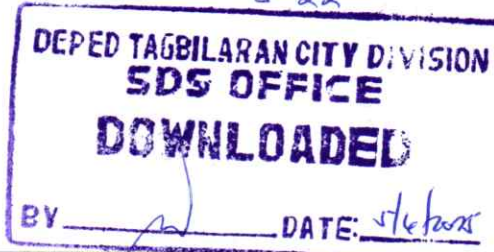
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines  
Department of Education



DepEd ORDER  
No. 013, s. 2025

received SROB: (SA)  
APR 29 2025 09:06/25 @ 4:00

**ESTABLISHMENT OF THE CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH  
FOR THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd) recognizes the importance of artificial intelligence (AI) in revolutionizing education, evidence-based research, and industry development to ensure that learners and educators are equipped with the tools, skills, and knowledge needed to thrive in the future of work.
2. Aligned with the direction of harnessing AI for the development of the education system, DepEd has partnered with the Southeast Asian Ministers of Education Organization (SEAMEO) for the establishment of the **Education Center for AI Research (ECAIR)**.
3. The ECAIR is formed to be a center composed of a specialized pool of highly technical experts in the fields of data science, artificial intelligence, and emerging technologies. The ECAIR will formulate and develop research, innovation, development, and capacity-building initiatives aimed at advancing AI-driven solutions and applications to support education systems.
4. The ECAIR will operate primarily for DepEd, which shall continue to attune its activities towards collaborative efforts with other national and local government agencies including industry partners with the primary objective of capacitating the educational institutions towards innovations through the use of AI tools.
5. The responsibilities of ECAIR include:
  - a. Integrate AI research and development into educational technologies to improve learning outcomes;
  - b. Develop policies and initiatives aimed at fostering the use of AI in schools and other educational institutions;
  - c. Promote research collaborations between educational institutions, tech companies, and AI experts to advance the country's capacity for educational innovation;
  - d. Support the responsible, inclusive, and strategic integration of AI into the basic and secondary education system covering key areas such as

policy development, curriculum enhancement, research, and capacity building; and

- e. Contribute to the alignment of AI curriculum integration and other related AI initiatives with the Philippine Qualifications Framework, to strengthen the coherence of AI learning outcomes with national qualifications and labor market needs.
6. The ECAIR shall be in direct coordination with the Office of the Secretary (OSEC). The Undersecretary and Chief of Staff is designated as the oversight head of the Center and shall monitor its operations, provide strategic alignment, and ensure the effective execution of its tasks consistent with the Department's priorities.
7. All expenses relative to the implementation of research programs and projects of ECAIR in relation to DepEd programs shall be charged against OSEC funds, subject to the usual accounting and auditing rules and regulations.
8. This Order does not make ECAIR a governmental office and its employees and officers are not deemed employees of the government or public officers. This Order is issued for proper alignment of initiatives among the strands in the Department *vis-a-vis* ECAIR, and to provide clarity on ECAIR's relationship with and roles in the Department.
9. This Order shall take effect immediately from its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
10. For more information, please contact the **Office of the Secretary**, 2nd Floor Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph) or telephone number (02) 8687-2922.
11. Immediate dissemination of and strict compliance with this Order is directed.

**SONNY ANGARA**  
Secretary

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
EMPLOYEES  
FUNDS  
OFFICIALS  
POLICY

