



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. 531 , s. 2026

July 8, 2026

**3-DAY NATIONAL SEMINAR-WORKSHOP ON FUTURE-READY DIGITAL SKILLS:
COMPUTER LITERACY, ARTIFICIAL INTELLIGENCE, AND TECHNOLOGY-
ENHANCED LEARNING**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. This Office informs all concerned of the conduct of the 3-Day National Seminar-Workshop on Future-Ready Digital Skills: Computer Literacy, Artificial Intelligence, and Technology-Enhanced Learning, sponsored by the Philippine Organization for TLE and TVL/TechPro Educators, Inc. (POTTEI), to be held on September 4 – 6, 2026, through the Zoom Platform.

2. The activity aims to enhance the digital competencies of teachers and school leaders by equipping them with current knowledge and practical skills in computer literacy, artificial intelligence (AI), and technology-enhanced teaching and learning strategies aligned with the Department of Education's digital transformation initiatives and the MATATAG Agenda. Specifically, the seminar-workshop aims to:

- a. strengthen participants' knowledge and skills in computer literacy and digital productivity tools;
- b. develop participants' understanding of artificial intelligence and its ethical and responsible application in education;
- c. demonstrate innovative technology-enhanced learning strategies that promote learner engagement and improve instructional delivery;
- d. empower educators to integrate digital technologies into classroom instruction, assessment, and school management; and
- e. foster collaboration among educators in promoting future-ready teaching and learning practices.

3. Participants to this activity are School Heads, ICT Coordinators, EPP/TLE/TVL/TechPro teachers, and other interested teaching and non-teaching personnel, subject to the approval of their respective school heads and provided that participation shall not disrupt the delivery of classes and other school operations.

4. Participants are advised to ensure stable internet connectivity, prepare the necessary ICT equipment, and actively participate in all learning sessions to maximize the benefits of the seminar-workshop.
5. The training matrix/program of activities is attached as Annex A.
6. Participants will register through the following link:
<https://forms.gle/iZMXBFbzYHY11gL58>
<https://forms.gle/iZMXBFbzYHY11gL58>
7. Immediate dissemination of and compliance with this Memorandum are desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/CID/JTB/jcb



**PHILIPPINE
ORGANIZATION
FOR TLE AND TVL
EDUCATORS INC.
(POTTE) INC.**

Main Office Address:
53 V. Bernardino road Brgy. Bagbag
Navaliches, Quezon City.
Sec Registration : CS201916456
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DAY 1 – Computer Made Easy: A Beginner's Guide to Digital Skills

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00–8:15	Registration and Attendance	Complete registration requirements.	POTTE Staff
8:15–8:30	Opening Program and Orientation	Understand objectives and mechanics.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
8:30–9:00	Pre-Test	Assess baseline knowledge.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
9:00–10:30	Session 1: Introduction to Computers, Digital Devices, and Basic Operations	Explain computer concepts and perform basic operations.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
10:30–10:45	Break		
10:45–12:15	Session 2: File Management, Internet Navigation, and Digital Communication	Apply file management and online communication skills.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
12:15–1:15	Lunch Break		
1:15–2:45	Session 3: Microsoft Word, Excel, and PowerPoint Fundamentals	Create documents, spreadsheets and presentations.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
1:15–2:45	Break		
3:00–4:15	Session 4: Digital Citizenship, Online Safety, and Responsible Use of Technology	Demonstrate ethical and secure technology use.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
4:15–4:45	Workshop / Capstone Activity	Produce a digital output.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
4:45–5:00	Post-Test, Evaluation and Closing	Evaluate learning gains.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>



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DAY 2 – Modern Teaching Essentials: AI, Digital Tools, and Interactive Learning

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00–8:15	Attendance	Complete attendance.	POTTE Staff
8:15–8:30	Recap and Orientation	Recall previous learning.	POTTE Staff
8:30–9:30	Emerging Educational Technologies	Explain trends in educational technology.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
9:30–10:30	Foundations of AI in Education	Describe AI applications and ethics.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
10:30–10:45	Break		
10:45–12:15	Digital Tools for Instruction	Use digital teaching tools.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
12:15–1:15	Lunch Break		
1:15–2:45	Workshop: Creating Interactive Digital Activities	Develop interactive learning resources.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
2:45–3:00	Break		
3:00–4:15	Interactive Learning Strategies	Apply learner-centered strategies.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
4:15–4:45	AI-Integrated Lesson Planning	Design an AI-assisted lesson plan.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
4:45–5:00	Reflection and Evaluation	Reflect on learning.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School



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DAY 3 - AI and Computer Basics for Non-Tech Professionals

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00–8:15	Attendance	Complete attendance	POTTE Staff
8:15–8:30	Orientation	Understand Day 3 expectations.	POTTE Staff
8:30–9:00	Pre-Test	Assess AI knowledge.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
9:00–10:30	Introduction to Computers, Digital Literacy and AI Concepts	Explain AI and digital literacy concepts.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
10:30–10:45	Break		
10:45–12:15	Applications of AI in Communication, Office Work, Teaching and Productivity	Apply alignment in activities	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
12:15–1:15	Lunch Break		
1:15–2:45	Hands-on Workshop on AI Tools	Apply AI platforms in authentic tasks.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
2:45–3:00	Break		
3:00–4:15	Ethical Use of AI, Digital Responsibility and Emerging Technologies	Practice responsible AI use.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
4:15–4:45	Capstone Integration Activity	Present an AI-assisted output.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
4:45–5:00	Post-Test and Closing Ceremony	Demonstrate achievement of outcomes.	POTTE Staff

**Please note that this is a working program. Minor updates might occur.*