



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

Office of the Schools Division
Superintendent

September 29, 2026

DIVISION MEMORANDUM

NO: 821 s. 2026

HAPINOY: AI TRAINING PROGRAM

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates communication from Joyce Tadeja, Partnership Manager, Hapinoy, content of which is self-explanatory.
2. Participation in this training workshop is free of charge and purely voluntary."
3. Please see attached invitation for more details.
4. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct

Hapinoy <> Department of Education (DepEd) - Partnership Opportunity: AI Training Program

From Joyce Tadeja <joyce@hapinoy.com>

Date Thu 9/24/2026 3:37 PM

 2 attachments (8 MB)

Concept Note_AI Can Work 2026.pdf; DepEd_AI Can Work_Letter of Intent.docx.pdf;

You don't often get email from joyce@hapinoy.com. [Learn why this is important](#)

Dear Sir/Ma'am,

Good day and warm greetings from Hapinoy!

I am Joyce Tadeja, Partnership Manager of the *AI Can Work!* initiative under Hapinoy. We are pleased to share with your office our initiative, "**AI Can Work! Training: Practical AI Skills for Work and Productivity**," a free learning session designed to help government personnel better understand and use artificial intelligence (AI) in their day-to-day work.

This program aims to strengthen digital literacy and future-ready skills by introducing practical, easy-to-use AI tools that can support administrative tasks, communication, report writing, data organization, and overall workplace productivity. It is supported through the **AI Opportunity Fund: Asia-Pacific**, an initiative by the **Asian Venture Philanthropy Network (AVPN)** with support from **Google.org** and the **Asian Development Bank (ADB)**.

We respectfully seek your support and possible participation in this initiative. Details of the program are outlined in the attached documents for your reference.

Please note that we have attached the **Letter of Intent** and the **Concept Note** of the project for your review.

We look forward to the possibility of working with your office in bringing this training to your personnel.

Thank you very much, and we hope to hear from you soon.

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Best,

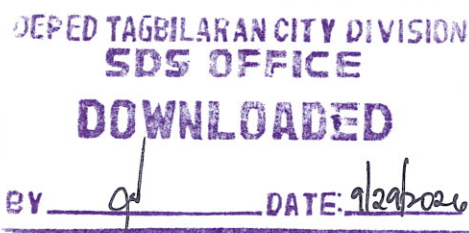
Joyce Tadeja
Partnership Manager
Hapinoy



281 Saint Joseph Street, Barangay Oranbo, Pasig City

facebook.com/hapinoy | www.hapinoy.com

9-211





September 24, 2026

Dear Sir/Ma'am,

Warm greetings from Hapinoy!

Hapinoy (At1ndahan Inc.) is a social enterprise that has long worked with communities across the Philippines through capacity-building and learning programs that strengthen productivity, employability, and inclusive growth.

In line with our continued efforts to support future-ready workforce development, we respectfully express our intent to partner with your office for the implementation of our training program:

“AI Can Work! Training: Practical AI Skills for Work and Productivity”

This is a **free face-to-face and/or online training session** designed to introduce practical applications of artificial intelligence (AI) to support government personnel in their day-to-day functions. The training focuses on improving efficiency in administrative work, report writing, communication, data organization, and overall workplace productivity.

This initiative is part of the **AI Opportunity Fund: Asia-Pacific**, implemented by the **Asian Venture Philanthropy Network (AVPN)** with support from **Google.org** and the **Asian Development Bank (ADB)**.

Event Details

Event Name: AI Can Work! Training: Practical AI Skills for Work and Productivity

Format: Face-to-face and/or online

Duration: 1.5 hours to 2 hours

Participants: minimum 30 participants per session

Target Participants: Government personnel across divisions and functional units

Schedule: To be coordinated with your office

Venue / Platform: To be provided by your institution (for face-to-face); Hapinoy will provide online meeting link if virtual

Program Impact

This training supports ongoing efforts to promote digital literacy, innovation, and future-ready skills within the public sector. Through this initiative, participants will be able to:

- Apply AI tools to improve workplace efficiency and task management
- Enhance productivity in writing, planning, communication, and reporting
- Explore AI-assisted approaches to problem-solving and decision-making
- Strengthen digital literacy and adaptability in a technology-driven environment
- Participate in a fully funded program at no cost to the office or participants



Participant Benefits

Participants will receive:

- Hands-on, beginner-friendly AI training
- Practical tools for workplace productivity and administrative tasks
- Introduction to free and accessible AI platforms
- Certificate of Completion
- Eligibility for post-training engagement activities and incentives (e.g., vouchers, gadgets, and other rewards, subject to program guidelines)

What Hapinoy Will Provide

- Training design, materials, and facilitation
- Resource speakers and trainers
- Certificates of completion
- End-to-end program coordination and management

Support We Kindly Request

To help us successfully implement the program, we respectfully request:

- Endorsement of the training within your office
- Assistance in identifying and inviting participants
- Venue support for face-to-face sessions (if applicable)
- Basic audio-visual setup (microphone and speakers)

We believe this training aligns strongly with your office's commitment to strengthening professional development, innovation, and digital readiness in public service. By working together, we aim to equip personnel with practical skills that will enhance their day-to-day work and contribute to more efficient and responsive service delivery.

Thank you very much for your time and consideration. We look forward to the opportunity to partner with your organization in building a more future-ready workforce.

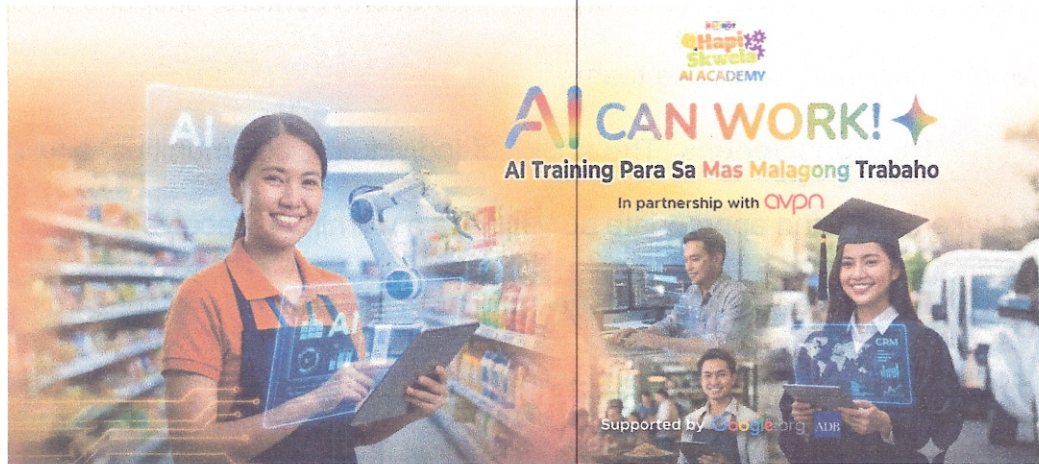
Your partner for development,

Joyce Tadeja
Partnerships & Project Manager
AI Can Work
Hapinoy



[Sample] Program Flow

AI Can Work! Training

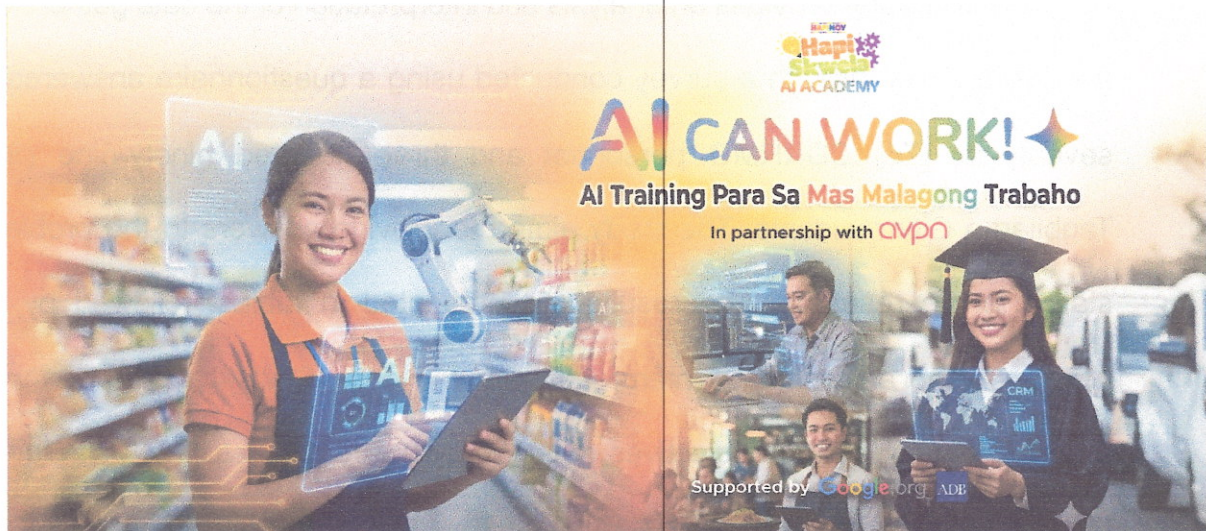


TIME	ACTIVITY
9:00 – 9:30 AM	Set-up venue and equipment Tech-run Registration Pre-test
9:30 – 9:35 AM	Welcome Remarks
9:35 – 9:45 AM	Overview and Orientation of the AI Training
9:45 – 11:20 AM	AI Training Proper
11:20 – 11:25 AM	Distribution of Feedback forms
11:25 – 11:30 AM	Closing Remarks
11:30 – 11:35 AM	Photo Opportunity
11:35 – 11:45 AM	Q&A

AI Can Work

AI Skills Training for Workers and Jobseekers

Hapinoy | AVPN | Google.org | Asian Development Bank (ADB)



I. EXECUTIVE SUMMARY

At1ndahan Inc. (Hapinoy) proposes the implementation of “**AI Can Work**,” a practical artificial intelligence (AI) skills training program designed for **workers, young professionals, and job seekers** across the Philippines.

The program is part of the **AVPN AI Opportunity Fund: Asia Pacific**, in collaboration with **AVPN** and supported by **Google.org** and the **Asian Development Bank (ADB)**. Building on Hapinoy’s proven experience in large-scale community-based training, **AI Can Work** aims to equip Filipinos with **job-relevant AI skills** that improve productivity, employability, and career resilience—especially for underserved and transitioning segments of the workforce.

Through partnerships with government agencies, local government units (LGUs), educational institutions, and youth organizations, the program will be delivered **at no cost to partner institutions and participants**, supporting national workforce development and inclusive growth objectives.

II. BACKGROUND AND CONTEXT

A. The Workforce Challenge in the Age of AI

The Philippine workforce is undergoing rapid transformation driven by automation, digitalization, and AI-enabled tools. While AI adoption is accelerating globally, many Filipino workers and jobseekers face critical gaps:

- Limited AI literacy and exposure, especially among rank-and-file workers, informal sector workers, and fresh graduates
- Low confidence in using AI tools for productivity, communication, and job readiness
- Risk of displacement or stagnation due to lack of future-ready skills
- Unequal access to affordable, practical, and beginner-friendly AI training

Without accessible AI upskilling, workers risk being left behind in a labor market increasingly shaped by technology.

B. About Hapinoy and the “AI Can Work” Program

Hapinoy is a nationwide social enterprise with deep experience in community-based training and digital inclusion. Through its **HapiSkwela training arm**, Hapinoy delivers AI education programs tailored to real-world Filipino contexts.

AI Can Work is designed specifically for:

- Employed workers (private sector, LGU staff, MSME employees)
- Jobseekers and unemployed individuals
- Students and out-of-school youth preparing for work (18 years old and above)

The program emphasizes **practical use cases**, simple language (Filipino-English), and hands-on application of AI tools for everyday work and job readiness.

C. AVPN AI Opportunity Fund: Asia Pacific

This Artificial Intelligence Upskilling Program for Filipino Workers is part of the AI Opportunity Fund: Asia-Pacific, an initiative by **Asian Venture Philanthropy Network (AVPN)** with support from **Google.org** and the **Asian Development Bank (ADB)**. The program aims to equip underserved communities across the region with foundational AI skills. Hapinoy, certified by **AI Singapore**, is among the Local Training Providers in the Philippines under this initiative

III. PROGRAM OVERVIEW

A. Training Design

Program Name: AI Can Work

Duration: Approximately 2 hours per training session

Language: Filipino & English (Taglish-based)

Training Channels: Face-to-face or Google Meet sessions

Target Beneficiaries:

- Employed workers
- Jobseekers and unemployed individuals
- Students and the youth preparing for employment (18 years old and above)

Requirements from the Attendees:

- Any working smartphone or laptop or tablet
- Internet connection
- Personal Facebook and Messenger account

Modules:

1. AI Fundamentals for Work
2. AI Tools for Productivity
3. Prompting and Task Optimization
4. Responsible and Ethical AI Use
5. AI Trends and the Future of Work

Certification:

- E-Certificate of Completion for participants who attend the training, complete all Messenger-based registration and modules, and join the AI Can Work community.

Cost: FREE for participants and partner institutions

B. Post-Training Support and Engagement

To improve completion rates and sustained engagement, the program uses:

- Gamification and milestone-based incentives
- Weekly and month raffles and rewards
- Peer support via moderated Facebook group communities
- Messenger-based (Chatbot) reminders and nudges

IV. PROPOSED PARTNERSHIPS AND IMPLEMENTATION

A. What Hapinoy Will Provide

At no cost to partners, Hapinoy will deliver:

- Fully developed and localized AI training curriculum
- Certified trainers and facilitators
- All training decks, materials, and activity guides
- Chatbot infrastructure and engagement flows
- Gamification and incentive mechanisms
- E-certificates for completers

B. Role of Partner Institutions

Partner institutions may support by:

- Endorsing the program to their networks or beneficiaries
- Helping identify and mobilize participant groups
- Coordinating schedules for training sessions
- Providing venues (for face-to-face sessions, if applicable)

V. ALIGNMENT WITH NATIONAL PRIORITIES

Priority Area	Contribution of AI Can Work
Workforce Development	Builds foundational AI and digital skills for workers and jobseekers
Employment & Employability	Enhances productivity, job readiness, and career resilience
Public-Private Collaboration	Demonstrates scalable, zero-cost government collaboration

VI. CONTACT INFORMATION

At1ndahan Inc. (Hapinoy)

HapiSkwela AI Academy | AI Can Work Program

Email: partnerships@hapinoy.com

Facebook: facebook.com/Hapinoy

TikTok: [@hapinoyofficial](https://tiktok.com/@hapinoyofficial)