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

Office of the Schools Division Superintendent

November 17, 2026

DIVISION MEMORANDUM
NO: 980 s. 2026

IMPLEMENTATION OF AI LITERACY MASTERCLASS SERIES: EMPOWERING EDUCATORS, TRANSFORMING LEARNING, SHAPING THE FUTURE

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

1. This Office hereby disseminates Regional Memorandum No. 1073 s. 2026, titled Implementation of AI Literacy Masterclass Series:: Empowering Eductors, Transforming Learning, Shaping the Future" the contents of which are self-explanatory.

2. Please see attached Memorandum for more details.

3. Immediate and wide dissemination of this Memorandum is desired

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
http://www.depedtagbilaran.org

Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. VII
By: Date: 16 NOV 2026

Office of the Regional Director

16 NOV 2026

REGIONAL MEMORANDUM
No. 1073 , s. 2026

IMPLEMENTATION OF AI LITERACY MASTERCLASS SERIES: EMPOWERING EDUCATORS, TRANSFORMING LEARNING, SHAPING THE FUTURE

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum, DM-OULS-2026-466, from Carmela C. Oracion, Undersecretary dated October 26, 2026 regarding the **Implementation of AI Literacy Masterclass Series: Empowering Educators, Transforming Learning, Shaping the Future.**

2. The following activities are open to all DepEd K-12 educators and School Leaders:

Activity/ies	Date	Platform
Masterclass on Building AI Fluency	November 7, 2026 8:00 AM – 12:00 PM	Microsoft Teams and NEAP Facebook Live
Masterclass on Responsible AI Classroom Practice	November 14, 2026 8:00 AM – 12:00 PM	

3. Please refer to the attached Memorandum for more details.

4. For queries, please contact 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.

5. Immediate dissemination of and compliance with this Memorandum are enjoined.

11-147
DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
DOWNLOADED
DATE 11/17/2026

ABB/EVA/HRDD/MGB/jmds

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

for the Regional Director:

TOA F. CABANTAN, JD
Chief Administrative Officer
Administrative Service Division

Outlook

Re: [DM-OULS-2026-466] IMPLEMENTION OF AI LITERACY MASTERCLASS SERIES: EMPOWERING EDUCATORS, TRANSFORMING LEARNING, SHAPING THE FUTURE

From Professional Development Division <neap.pdd@deped.gov.ph>

Date Tue 2026-11-03 14:55

To National Educators Academy of the Philippines Office of the Director <neap.od@deped.gov.ph>

Cc DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; HRDD REGION1 <hrdd.region1@deped.gov.ph>; NEAP R1 DEPED <neap.region1@deped.gov.ph>; HUMAN RESOURCE DEVELOPMENT DIVISION REGION II <hrdd.region2@deped.gov.ph>

Good day,

Greetings from the NEAP-Professional Development Division!

This is a gentle reminder that all endorsed participants from the targeted region are expected to bring a laptop for the hands-on Microsoft application activities. Having your device ready will ensure full participation in the practical exercises.

We look forward to seeing you at the upcoming session!

Thank you!

On Mon, Nov 2, 2026 at 10:08 AM Professional Development Division <neap.pdd@deped.gov.ph> wrote:

> Good day,
>
> Greetings from the NEAP-Professional Development Division!
>
> Please disregard the previously issued memorandum, **[DM-OULS-2026-466] Implementation of AI Literacy Masterclass Series: Empowering Educators, Transforming Learning, Shaping the Future**, as the links provided in that version are no longer working.
>
> Please refer to the attached updated memorandum for the correct links:
>
> - **Submission Link:** https://tinyurl.com/ytpn9uk6
> - **Prescribed Endorsement Template:** https://tinyurl.com/4d5ys5s4
>
> Please note that all other content and instructions in the original memorandum remain unchanged.
>
> We apologize for any inconvenience. Thank you for your understanding and prompt attention to this matter.
>
> On Sat, Oct 31, 2026 at 8:03 PM National Educators Academy of the Philippines Office of the Director <neap.od@deped.gov.ph> wrote:
>
> > Greetings from the National Educators Academy of the Philippines!

Office of the Director
National Educators Academy of the Philippines
Tel. No.(02) 8638-8638
Website: www.deped.gov.ph/national-educators-academy-of-the-philippines/
Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph

CLIENT SATISFACTION FORM
Please help us in improving our service by answering our feedback form:
https://tinyurl.com/NEAPCSSurvey
Your response will be truly appreciated.
Thank you!

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Professional Development Division
National Educators Academy of the Philippines
2F Mabini Building, DepEd Complex
Meralco Avenue, Pasig City

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Thank you!

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Meralco Avenue, Pasig City

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-466

TO : **Regional Directors**
Schools Division Superintendents
School Heads
All Others Concerned

FROM : **CARMELA C. ORACION**
Undersecretary for Learning Systems

SUBJECT : **IMPLEMENTION OF AI LITERACY MASTERCLASS SERIES: EMPOWERING EDUCATORS, TRANSFORMING LEARNING, SHAPING THE FUTURE**

DATE : **October 26, 2026**

In line with the Department of Education's commitment to fostering a future-ready, technology-enabled, and resilient education system, the National Educators Academy of the Philippines (NEAP), in collaboration with Microsoft Elevate, shall implement the **AI Literacy Masterclass Series: Empowering Educators, Transforming Learning, Shaping the Future**, beginning November 2026.

The program aims to strengthen educators' AI literacy and promote responsible, ethical, and purposeful integration of artificial intelligence (AI) into teaching, learning, and professional practice. Specifically, it seeks to:

a. Build foundational AI competencies and equip educators with practical skills and confidence to integrate AI into teaching and learning workflows.

b. Promote ethical and future-ready pedagogy by embedding digital safety, critical thinking, and information literacy into everyday classroom practices.

c. Leverage AI tools—such as Microsoft Copilot—to personalize instruction, automate administrative tasks, and streamline day-to-day professional tasks.

d. Sustain a thriving educator network across the Philippines through live learning sessions, peer-led best practice exchanges, and classroom-ready outputs.

As part of the program launch, an **onsite masterclass and workshop** shall be conducted on **November 5, 2026**, at the Microsoft Office, 11th Floor, One Ayala, Makati City, for 100 Senior High School teachers. Participants shall be selected from **Senior**

High School TechPro teachers from Regions III, IV-A, and the National Capital Region (NCR).

The concerned Regional Offices shall endorse their selected participants and submit the corresponding list using the prescribed template in Enclosure 2 through https://tinyurl.com/vtpn9uk6 **on or before November 3, 2026**. School heads shall likewise ensure that the necessary arrangements are in place to enable the selected teachers to participate in the activity without disrupting classes or compromising the delivery of instruction.

The transportation expenses of the participants shall be charged to the funds of the concerned Schools Division Offices (SDOs) or schools, as applicable, subject to the availability of funds and the usual government accounting and auditing rules and regulations. Microsoft shall provide the food and training materials for the activity.

The succeeding masterclasses, including their respective schedules and implementation arrangements, are presented in **Enclosure 1** of this Memorandum. All concerned are advised to refer to the attached annexes for the program training matrix and other relevant implementation details.

All interested participants must have an active DepEd account to access the DepEd Learning Management System (LMS) and accomplish the required asynchronous learning tasks.

For further information or clarification, please contact the National Educators Academy of the Philippines–Professional Development Division (NEAP-PDD) through email at **neap.pdd@deped.gov.ph** or telephone at **(02) 8715-9919**.

For information, guidance, and appropriate action.

Enclosure 1

PROGRAM MATRIX

Activity	Date & Time	Venue	Participants
Kick-Off and Onsite Workshop **Masterclass Series: Elevate for Educators – Building AI Fluency and Responsible Classroom Practice**	Nov 5, 2026 9:00 am – 4:30 pm	Microsoft Office, 11F One Ayala, Makati	100 Senior High School Teachers (Tech-Pro, Academic and Core Teachers) other key stages teacher are encouraged **NCR - 33 participants** **CALABARZON - 34 participants** **Region III - 33 participants** Note: selected pilot regions will submit list of endorsed participants using the prescribed template (see Enclosure 2) and submit the endorsed list of participants thru https://tinyurl.com/ytpn9uk6 Enclosure 2: https://tinyurl.com/4d5vs5s4

Masterclass on Building AI Fluency *Introduction to fundamental AI concepts, large language models (LLMs), and generative AI capabilities. It guides educators on leveraging AI tools like Microsoft Copilot to personalize instruction, automate administrative tasks, and apply responsible AI practices to enhance learning outcomes.*	Nov 7, 2026 8:00 am – 12:00 pm	Microsoft Teams and NEAP Facebook Live	Open to all DepEd K–12 educators and School Leaders
Masterclass on Responsible AI Classroom Practice *Putting AI literacy, safety, wellbeing, and responsible use into practice through a practical classroom toolkit.*	Nov 14,2026 8:00 am – 12:00 pm	Microsoft Teams and NEAP Facebook Live	Open to all DepEd K–12 educators and School Leaders

Enclosure 2

No.	Name	Designation	Schools Division Office	Region	Gender	Email Address	Contact Number	PRC License Number
1								
2								
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6								
7								
8								
9								
10								

Prepared by:

Name of Regional Focal

Designation
Date

Approved By:

Name of Regional Director

Regional Director
Date

Note: selected pilot regions will submit list of endorsed participants using the prescribed template (see Enclosure 2) and submit the endorsed list of participants thru https://tinyurl.com/ytpn9uk6
Enclosure 2: https://tinyurl.com/4d5ys5s4