



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

FEB 10 2026

**OFFICE MEMORANDUM**

ICT-2026-002

To: OIC – Assistant Regional Director  
OIC – Chiefs  
Section/Unit Heads  
All Others Concerned

**ORIENTATION ON GOOGLE PRODUCTIVITY TOOLS AND AI-ASSISTED PLATFORMS**

1. This Office, through the **ICT Unit** together with the **ESSD**, shall conduct an **Orientation on Google Productivity Tools and AI-Assisted Platforms** on **February 12, 2026 at 1:00 PM** at the DepEd Negros Island Region (NIR) Regional Office Lobby.
2. The objectives of this activity are:
  - to familiarize participants with Google Docs, Sheets, Slides, and Drive for faster document and data tasks; and
  - to introduce Google Gemini and NotebookLM for efficient information retrieval and administrative workflow support.
3. All Contract of Service (COS) personnel are encouraged to attend to enhance digital skills and improve office efficiency.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: None

Incl: As Stated

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

ORIENTATION    IMPLEMENTATION    SYSTEMS    DOCUMENTS

NJL/ORD-ICT-OM/GOOGLE PRODUCTIVITY PLATFORMS  
-/February 10, 2026



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