



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



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>