Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 0 9 2026

REGIONAL MEMORANDUM
No. 1285 s. 2026

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

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is DM-OULS-2026-466 dated October 26, 2026 titled "Implementation of AI Literacy Masterclass Series: Empowering Educators, Transforming Learning, Shaping the Future."

2. Attention is particularly invited to paragraphs 4 – 8 of the said Memorandum.

3. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.

4. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor at 09156195574 of the Human Resource Development Division.

5. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-OULS-2026-417
To be indicated in the Perpetual Index
under the following subjects:

AI LITERACY EDUCATORS MASTERCLASS
217/ASKC/HRDD-RM Implementation of AI Literacy Masterclass Series: Empowering Educators, Transforming Learning, Shaping the Future November 5, 2026

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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/4sjjpzhp **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 enclosures 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 Annex B) and submit the endorsed list of participants thru https://tinyurl.com/4sjjpzhp

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

List of Endorsed Participants

No.	Name	Designation	Schools Division Office	Region	Gender	Email Address	Contact Number	PRC License Number
1								
2								
3								
4								
5								
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 this prescribed template and submit the endorsed list of participants thru https://tinyurl.com/4sjjpzhp