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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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MEMORANDUM
DM-CT-2024- **271**

FOR : **REGIONAL DIRECTORS**

FROM : **GINA O. GONONG**
Undersecretary for Curriculum and Teaching

SUBJECT : **WORKSHOPS FOR ACTIVITIES ON THE DEVELOPMENT OF POLICY GUIDELINES ON THE UTILIZATION OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) FOR TEACHING AND LEARNING**

Date : July 8, 2024

The Office of the Undersecretary for Curriculum and Teaching (OUCT), through the Bureau of Learning Delivery (BLD), shall conduct the **Workshops on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence (AI) for Teaching and Learning.**

By end of the workshops, participates will be able to:

1. develop the policy guidelines on the utilization of generative AI in teaching and learning;
2. design strategies for implementing generative AI tools that support personalized and inclusive learning environment;
3. guide the responsible and ethical integration of generative AI in teaching and learning; and
4. evaluate current generative AI technologies and their potential impact on teaching and learning.

Below are the details of said activities:

Activities	Date	Venue
Online-Consultative Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	August 22-23 2024	Online
Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	September 9-11, 2024	Within NCR Specific venue to be announced
Online-Workshop on the Validation of Policy Guidelines on the Utilization of	September 19-20, 2024	Online

Activities	Date	Venue
Generative Artificial Intelligence for Teaching and Learning		
Workshop on the Finalization of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	September 25-27, 2024	Within NCR Specific venue to be announced

The following participants are expected to attend the aforesaid activities:

Expected Participants
• Regional Education Program Supervisor (EPS) in any learning areas
• Division Education Program Supervisor (EPS) in any learning areas
• Public Schools District Supervisor (PSDS) in any learning areas
• Information Technology Officer (ITO)
• School Principal I-IV
• Head Teacher I-VI

The specific number of expected participants by region is provided in **Annex A** of this Memorandum. The Regional and Division Offices are highly encouraged to fully support the participants in this activity. The criteria for the selection of participants are attached as **Annex B.**

Participants are expected to bring their laptops. They are also requested to confirm their attendance by completing the online registration form through the link: https://tinyurl.com/AIPolicyRegistration on or before the following deadlines:

- Online-Consultative Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning: **on or before August 14, 2024**
- Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning: **on or before August 21, 2024**
- Online-Workshop on the Validation of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning: **on or before August 28, 2024**
- Workshop on the Finalization of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning: **on or before September 6, 2024**

Participants are expected to be at the venue before each workshop commences at 8:00 AM on Day 1. The first meal to be served is breakfast of Day 1 and the last meal is dinner on the last day of each activity. The activity matrix is attached as **Annex C.**

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The Compensatory Time-Off (CTO) is requested to be granted to the participants in lieu of the workshop days that will fall on holidays in accordance with the CSC and DBM Joint Circular No. 2. s. 2015.

The board and lodging of participants shall be charged against the 2024 Basic Education Curriculum (BEC) Fund, while the travel expenses shall be charged against BEC funds downloaded to each region, subject to the usual government accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue.

For inquiries, please contact the EdTech Team of BLD through email at bld.od@deped.gov.ph with a copy furnished at bld.tld@deped.gov.ph .

For immediate dissemination and strict compliance.

Copy furnished:

REVSEE A. ESCOBEDO
Undersecretary for Operations

August 13, 2024

To: All Schools Division Superintendents

For information, dissemination and appropriate action.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/ Regional Director

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Annex A to DM-CT-2024-271

Number of Expected Participants per Regin for the Workshop Activities on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence (AI) in Teaching and Learning

Meeting ID and Passcode : Online Consultative Workshop (August 22-23, 2024)
Using MS Teams:
Meeting ID: **471 819 357 213**
Passcode : **UZvzaq**

Meeting Link: https://bit.ly/EdTech_GenAI

Online-Consultative Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning **Date: August 22-23, 2024**		Workshop on the **Development** of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning **Date: September 9-11, 2024 Venue : Within NCR (F2F)**	
Region	**Number of Expected Participants**	**Region**	**Number of Expected Participants**
		Any learning areas	
I	2 (English)	I	2
II	2 (Science)	II	2
III	2 (Math)	III	2
IV CALABARZON	2 (TVL/TLE)	IV CALABARZON	2
IV MIMAROPA	2 (AP)	IV MIMAROPA	2
V	2 (Filipino)	V	2
VI	2 (Values)	VI	2
VII	2 (English)	VII	2
VIII	2 (Science)	VIII	2
IX	2 (Math)	IX	2
X	2 (TVL/TLE)	X	2
XI	2 (AP)	XI	2
XII	2 (Filipino)	XII	2
NCR	2 (Values)	NCR	2
CAR	2 (English)	CAR	2
Caraga	2 (Science)	Caraga	2
Total	**32**	**Total**	**32**

Meeting ID and Passcode : Online-Workshop for the Validation of Policy (September 19-20, 2024) - Using MS Teams:

Meeting ID: **471 819 357 213**
Passcode : **UZvzaq**

Meeting Link: https://bit.ly/EdTech_GenAI

Online-Workshop on the **Validation** of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning **Date: September 19-20, 2024**		Workshop on the **Finalization** of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning **Date: September 25-27, 2024 Venue : Within NCR (F2F)**	
Region	**Number of Expected Participants**	**Region**	**Number of Expected Participants**
		Any learning areas	
I	2 (English)	I	2
II	2 (Science)	II	2
III	2 (Math)	III	2
IV CALABARZON	2 (TVL/TLE)	IV CALABARZON	2
IV MIMAROPA	2 (AP)	IV MIMAROPA	2
V	2 (Filipino)	V	2
VI	2 (Values)	VI	2
VII	2 (English)	VII	2
VIII	2 (Science)	VIII	2
IX	2 (Math)	IX	2
X	2 (TVL/TLE)	X	2
XI	2 (AP)	XI	2
XII	2 (Filipino)	XII	2
NCR	2 (Values)	NCR	2
CAR	2 (English)	CAR	2
Caraga	2 (Science)	Caraga	2
Total	**32**	**Total**	**32**

Annex B to DM-CT-2024-271

Criteria for the Selection of Writers

Selected participants are expected to:

- Possess adequate knowledge of the activity;
- Have an excellent writing skills and adept with the usage of technology;
- Have an excellent track record in producing quality outputs;
- Have no other participation in other activities on the days of the workshop that requires them to excuse themselves from completing the required days of the workshop;
- Participate actively and provide inputs during the workshop; and
- Be able to strictly meet deadlines; and physically, mentally, and emotionally fit

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REGION II – CAGAYAN VALLEY

LIST OF PARTICIPANTS ON WORKSHOP ACTIVITIES ON THE DEVELOPMENT OF POLICY GUIDELINES ON THE UTILIZATION OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) FOR TEACHING AND LEARNING

Activity	Date	Name of Participant	Position	Station
Online - Consultative Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	August 22-23, 2024	1. Juvenal B. Agustin 2. Maribel M. Ancheta	EPS-Science EPS-Science	CLMD, R02 SDO-Isabela
Workshop on the Development of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	September 9-11, 2024	1. Depmar C. Valdez 2. Jerrylin Dafun	EPS-Science Head Teacher V	SDO-Cauayan City Isabela NHS
Online Workshop on the Validation of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	September 19-20, 2024	1. Myrna Q. Adduru 2. Jenelyn H. Moro	EPS-Science EPS-Science	SDO – Tuguegarao City SDO - Batanes
Workshop on the Finalization of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning	September 25-27, 2024	1. Gerry C. Goze 2. Gloria Bacani	EPS-Science EPS-Science	SDO – Cagayan SDO - Quirino

Prepared by:

JUVENAL B. AGUSTIN
Education Program Supervisor

Noted:

OCTAVIO V. CABASAG, PhD
Chief, CLMD

Approved:

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

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