



Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

August 13, 2024

**REGIONAL MEMORANDUM**

CLMD-2024- **925**

**REGION VIII PARTICIPANTS TO THE WORKSHOP ON THE DEVELOPMENT OF POLICY GUIDELINES ON THE UTILIZATION OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) FOR TEACHING AND LEARNING**

To: Schools Division Superintendents } Division of Eastern Samar  
} Division of Samar  
} Division of Southern Leyte

Chief, CLMD  
All Others Concerned

1. Pursuant to the DepEd Memorandum DM-CT-2024-271 titled “Workshop on the Development Policy Guidelines on the Utilization of Generative AI for Teaching and Learning” dated July 8, 2024, this Office, through the Curriculum and Learning Management Division, announces the Region VIII participants to the following workshop activities, dates, and modalities. The specific venue will be announced on a later issuance.

<b>Workshop Activity</b>	<b>Date</b>	<b>Modality</b>	<b>Participant</b>	<b>Division</b>
Consultative Workshop on the Development Policy Guidelines on the Utilization of Generative AI for Teaching and Learning	August 22 – 23, 2024	Online	Edelyn G. Depalco Aura O. Aguilar	Eastern Samar Southern Leyte
Workshop on the Development of Policy Guidelines on the Utilization of Generative AI for Teaching and Learning	September 9 – 11, 2024	In-person	John Patrick Lazaro Aura O. Aguilar	Eastern Samar Southern Leyte
Workshop on the Validation of Policy Guidelines on the Utilization of Generative AI for Teaching and Learning	September 19 – 20, 2024	Online	Giovanni Tegio Reldin Cajés	Eastern Samar Samar



Workshop on the Finalization of Policy Guidelines on the Utilization of Generative AI for Teaching and Learning	September 25 - 27, 2024	In-person	John Patrick Lazaro Aura O. Aguilar	Eastern Samar Southern Leyte
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2. The participants are to bring their laptops during the activity and shall confirm their attendance by completing the online registration form through the link <https://tinyurl.com/AIPolicyRegistration>. See attachment for more information.

3. The board and lodging of participants shall be charged against the 2024 Basic Education Curriculum (BEC) Fund, while traveling expenses shall be charged against the downloaded BEC Fund and, should this become insufficient, the remainder of the expenses shall be covered by the participants' respective local funds, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired

  
**EVELYN R. FETALVERO CESO IV**  
 Regional Director

Enclosures: As stated

References: As stated

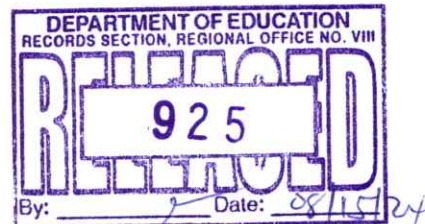
To be indicated in the Perpetual Index under the following subjects:

ARTIFICIAL INTELLIGENCE

POLICY GUIDELINES

WORKSHOP

CLMD-RRT

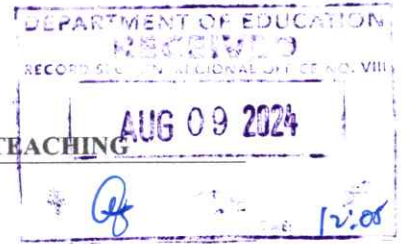




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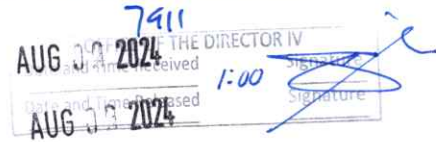
MEMORANDUM
DM-CT-2024- 271

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, participants 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:

Table with 3 columns: Activities, Date, and Venue. It lists three workshop activities with their respective dates and venues.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph



09 AUG 2024



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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](mailto:bld.od@deped.gov.ph) with a copy furnished at [bld.tld@deped.gov.ph](mailto:bld.tld@deped.gov.ph).

For immediate dissemination and strict compliance.

*Copy furnished:*

**REVSEE A. ESCOBEDO**  
Undersecretary for Operations



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## Annex A to DM-CT-2024-271

### Number of Expected Participants per Region 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](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 <b>Development</b> of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning Date: <b>September 9-11, 2024</b> Venue : <b>Within NCR (F2F)</b>	
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
<b>Total</b>	<b>32</b>	<b>Total</b>	<b>32</b>



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**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](https://bit.ly/EdTech_GenAI)

<b>Online-Workshop on the Validation of Policy Guidelines on the Utilization of Generative Artificial Intelligence for Teaching and Learning Date: September 19-20, 2024</b>		<b>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)</b>	
<b>Region</b>	<b>Number of Expected Participants</b>	<b>Region</b>	<b>Number of Expected Participants</b>
		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
<b>Total</b>	<b>32</b>	<b>Total</b>	<b>32</b>



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**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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