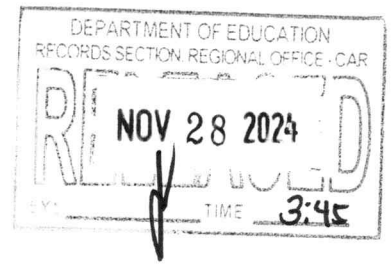




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



28 November 2024

REGIONAL MEMORANDUM

No. 865.2024

CONDUCT OF ARTIFICIAL INTELLIGENCE (AI) IMMERSION DAY FOR TEACHERS

To: All Schools Division Superintendents
All Others Concerned

1. Relative to DM-OUHROD-2024-3407 and 3405 covering the **Conduct of AI Immersion Day for Teachers on December 9, 2024 at Microsoft Philippines Office, 11/F One Ayala West Tower, Ayala Avenue, Makati City** this Office requires the nomination of participants from the SDOs.
2. The immersion day aims to achieve the following objectives:
 - a. provide teachers with a comprehensive understanding of AI and its various functionalities;
 - b. inspire teachers with the possibilities that AI offers for enhancing educational experiences; and
 - c. empower teachers with practical knowledge and skills to integrate AI into their teaching practice and performance of ancillary tasks.
3. Each SDO shall recommend nominee/s after evaluation by the SDO Personnel Development Committee (PDC) following the slot allocation and qualifications in Enclosure 1. **Should the SDO not able to identify participants, the SDO HRD-SEPS shall inform the RO through the office email, car.neapr@deped.gov.ph**
4. The SDO HRD-SEPS shall send the signed nomination form (Enclosure 2) to be sent to the office email indicated above and shall instruct the teacher-participant to register through the link <https://tinyurl.com/AIinEDRegistrationLink> **before December 02, 2024.**
5. Meals provided are AM Snack, Lunch and PM Snacks only. Travel and other incidental expenses of the participants shall be charged to the SDO-HRD Fund. All expenses to be made shall be subject to the usual accounting and auditing rules and regulations.
6. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email indicated above.
7. Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

For the Regional Director:

RONALD B. CASTILLO CESO V
Assistant Regional Director

HRDD/RCA/ LbL – RM AI Immersion Day
November 28, 2024



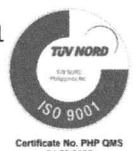
Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>



Certificate No. PMP QMS
24 93 0192

**Number of Participants per SDO for the
Conduct of Artificial Intelligence (AI) Immersion Day for Teachers**

SDO	Number
Abra	2
Apayao	1
Baguio City	2
Benguet	2
Ifugao	2
Kalinga	1
Mt. Province	2
Tabuk City	1
Total	13

**Qualifications of Participants
Conduct of Artificial Intelligence (AI) Immersion Day for Teachers**

a. <i>Technical Background</i>	<ul style="list-style-type: none">- Grades 4-12 teachers- Teachers of various subjects from various schools
b. <i>Digital Literacy</i>	<ul style="list-style-type: none">- With basic proficiency in the use of Microsoft Office applications (Word, Excel, PowerPoint) and familiarity with Microsoft Teams- Must have active DepEd Office 356 accounts and Teams- Must bring their own laptops/device
c. <i>Interest in Technology Integration</i>	<ul style="list-style-type: none">- Has demonstrated interest in incorporating technology into teaching practices, such as previous participation in tech workshops or digital learning initiatives
d. <i>Professional Development</i>	<ul style="list-style-type: none">- With participation in professional development programs focused on educational technology- <i>Note: Microsoft Innovative Educator Experts and Microsoft Education Ambassadors are encouraged to participate in this Immersion Day.</i>
e. <i>Collaboration</i>	<ul style="list-style-type: none">- Has experience in collaborative teaching or team-based educational projects

**Nomination Form for the
Conduct of Artificial Intelligence (AI) Immersion Day for Teachers**

DIVISION/ SECTION/ UNIT:		
RECOMMENDED PARTICIPANTS	ENDORSEMENT OF PARTICIPANTS	SIGNATURE OF CONFORMANCE
	<i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>	<i>(To be signed by endorsed personnel after consultation/ coaching/ mentoring of the immediate supervisor. Agrees to enclosed Training Obligations)</i>
NAMES OF PERSONNEL:	POSITION/ DESIGNATION	
Please return this Form to the HRDD before <u>December 2, 2024</u>	The training mentioned above addresses the needs identified in the Individual Professional Development Plan of the personnel, as well as the needs based on their new designation or committee assignment. _____ <i>Printed Name and Signature of SDS</i>	The signature above signifies the personnel's conformance to the following training obligations: <ol style="list-style-type: none">1. Effective task management to allow undivided attention during the online session (This includes arrangements with the immediate supervisor prior training);2. Submission of complete output before December 16, 2024; and3. Application of L&D learning in the workplace