



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 23, 2026

DIVISION MEMORANDUM
No. 507, s. 2026

**SCHOOL WIDE AI READINESS PROGRAM: IMPLEMENTATION SUPPORT
ALIGNED WITH DEPED DO 003, s. 2026**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Attached is the Letter of Invitation from Informatics Philippines, regarding the School Wide AI Readiness Program: Implementation Support Aligned with DepEd DO 003, s. 2026" for SY 2026-2027.
2. The program combines Informatics-developed, DepEd aligned training with the access to global learning resources through Skillsoft platform. Implementation may be both strategic and timely this is aligned with the upcoming April-May teacher development window.
3. Attendance in this activity shall be on **voluntary basis**.
4. For information.

By Authority of the OIC – Schools Division Superintendent:

DELFIN A. BONDAD
Assistant Schools Division Superintendent
Officer-In-Charge



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March 23, 2026

MA. JEANY T. ABAYON
Schools Division Superintendent
Schools Division of Catanduanes
Department of Education
Virac, Catanduanes
4800, Virac

DepEd-Division of Catanduanes RECORDS SECTION	
RECEIVED	
BY: <i>[Signature]</i>	#2834129
DATE: MAR 2026	TIME: 3:15

Subject: School-Wide AI Readiness Program: Implementation Support Aligned with DepEd DO 003, s. 2026

Dear **SDS Abayon**:

Warm greetings from Informatics.

Informatics is a leading education and training institution with over 30 years of experience in delivering workforce and digital capability development programs nationwide, in partnership with global digital learning provider, Skillsoft.

In line with the implementation of **DepEd Order No. 003, s. 2026 -- Foundational Guidelines on Artificial Intelligence in Basic Education**, Schools Divisions are now expected to ensure that the use of AI in schools is responsible, policy-compliant, and supportive of teaching and learning outcomes.

In this regard, Informatics has developed a **Comprehensive School-Wide AI Readiness Program** designed to support Schools Divisions in:

- Equipping teachers with practical AI skills for teaching, assessment, and productivity
- Strengthening compliance with AI governance, risk classification, and data privacy requirements
- Providing ready-to-use tools and templates aligned with DepEd guidelines
- Delivering Continuing Professional Development (CPD) units to participating teachers

The program combines Informatics-developed, DepEd-aligned training with access to global learning resources through the Skillsoft platform. Implementation may be both strategic and timely for you as this is aligned with the upcoming April-May teacher development window.

We would be honored to present the program details during a courtesy visit to your office at your most convenient time.

Thank you, and we look forward to supporting your Schools Division in this important initiative.

Respectfully yours,

[Signature]
DR. ZORAYDA V. ANG
 Chief Operating Officer / EVP
zang@informatics.com.ph
 cp: 0917 823 4667

SDO-CATANDUANES
SGCD OFFICE

RECEIVED

Date: 03/26/26
Time: 4:19

SCHOOL-WIDE AI READINESS PROGRAM

A Three-Track AI Professional Development Series

Aligned with DepEd Order No. 003, s. 2026 • Informatics Philippines

WHY THIS PROGRAM

Policy Mandate

DepEd Order No. 003, s. 2026 requires all schools to implement foundational AI guidance for teaching staff. Compliance is an institutional obligation.

Without structured guidance, schools face data privacy breaches, academic integrity violations, AI misinformation in classrooms, and inconsistent practices.

Schools that build AI readiness across all staff positions themselves as forward-thinking, trusted institutions ready for the demands of 21st-century education.

3
Training Tracks

5 Days

100%
DepEd Order No. 003 Aligned

THE THREE TRAINING TRACKS

#	Track	Days	Sessions	Primary Output
1	All Track: Comprehensive AI Integration for K-12 Teaching Staff	2	3 Modules	AI-Enhanced Lesson Plan + Responsible AI Classroom Implementation Plan
2	Principals, Dept. Heads, Supervisors	1	1 Session	School AI Governance Framework + Staff PD Plan + 12-Month Roadmap
3	AI in the Workplace for Non-Academic Personnel (Admin, Finance, Registrar, Clinic, Library, Utility)	1	4 Sessions	Personal AI Use Checklist — role-specific take-home reference

WHAT SETS THIS APART

- The only complete three-track AI PD series covering every school role — teachers, leaders, and support staff — under one coherent, DepEd-aligned program.
- Grade-level differentiated AI use guidelines built directly into the Teachers track, mapping DepEd Order provisions to Kinder–Grade 3, Grades 4–6, JHS, and SHS.
- Practical, output-driven design — every participant leaves with a real, ready-to-use deliverable, not just a certificate.
- Online delivery option available for all three tracks — no venue requirements, no travel cost, accessible from any DepEd division nationwide.

EXPECTED IMPACT

For Teachers & Staff

- Confident, responsible AI use
- Reduced privacy & integrity risks
- Structured skill development

For the Institution

- DepEd Order compliance
- School-wide AI governance
- Unified AI culture

For Learners

- Stronger data safeguards
- AI-enriched learning
- Critical AI habits

Framework Alignment: DepEd Order No. 003, s. 2026 • SEAMEO INNO TECH AI Competency Framework • PSF-AAI Framework • NAP Framework • UNESCO AI Ethics • OECD AI Principles

Ready to Build Your AI-Ready School?
Contact Informatics Philippines to schedule your free consultation or training session.