



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 30, 2026

DIVISION MEMORANDUM
No. 542 s. 2026

INVITATION TO THE MICROSOFT 365 COPILOT CHAT WEBINAR: ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH AI

To : Assistant Schools Division Superintendent
Chief Education Program Supervisors-CID and SGOD
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Non-Teaching Personnel (SDO & School-Based)
All Others Concerned

1. The Department of Education (DepEd) Central Office, through the Central Office – Information and Communications Technology Service (CO-ICTS), will be conducting a series of training sessions for non-teaching personnel on **May 8, 2026 (Friday), from 10:00 AM to 12:00 NN**, via **Microsoft Teams** through this link: <https://tinyurl.com/2026CopilotChatWebinar>. The training aims to enable participants to maximize the use of Microsoft 365 Copilot Chat and other Artificial Intelligence (AI)-powered digital tools to enhance efficiency and productivity in the performance of daily administrative tasks. Access the webinar. For complete details regarding the activities and sessions, please refer to the attached Memorandum No. OAICT-MEM-042726-U4-1 dated April 27, 2026.

2. Participants are encouraged to accomplish the link or scan QR Code below during the online webinar for SDO monitoring of attendees:

LINK: <https://tinyurl.com/2026CoPilotWebinarforNT>

QR Code:



3. Queries and technical assistance may be sought at the ICTU Office or through email at ictunit.ctd@deped.gov.ph.

4. For immediate and widest dissemination.

MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM

OASICT-MEM-042726-U4-1

**FOR : UNDERSECRETARIES
 ASSISTANT SECRETARIES
 BUREAU AND SERVICE DIRECTORS
 DIVISION CHIEFS AND HEADS OF OFFICES
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL AND DIVISION IT OFFICERS
 ALL OTHERS CONCERNED**

FROM : ATTY. MARCELINO G. VELOSO III
 Assistant Secretary

**SUBJECT : INVITATION TO THE MICROSOFT 365 COPILOT CHAT WEBINAR:
 ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH AI**

DATE : 27 April 2026

1. **Background.** Technology is changing how organizations and their personnel work. To help DepEd offices work better and faster, the DepEd Central Office is holding a series of training sessions for non-teaching personnel to allow them to use the latest digital tools and Artificial Intelligence (AI) to improve how they do their daily tasks.
2. **Program Overview.** The **Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI** is an online training session that will enable non-teaching personnel to use the AI assistant features inside Microsoft 365 to finish work more quickly and safely by learning the following concepts:
 - 2.1. Finding and opening the Copilot Chat tool.
 - 2.2. Choosing if AI should look for answers only in office files or search the whole Internet.
 - 2.3. Writing clear instructions (called “prompts”) using four simple steps: context, goal, source, and expectations.
 - 2.4. Best practices in writing clear, concise, and well-structured prompts.
 - 2.5. Using Copilot Chat to brainstorm ideas, summarize information, create content, and generate code.
3. **Benefits.** The training will help improve daily office tasks like writing reports, drafting letters, and managing files. It also makes it easier to share information and collaborate. By using Copilot, helpful information from the internet can be obtained instantly to help with the daily tasks. Most importantly, participants will learn how to use these tools in a way that keeps DepEd’s sensitive files and private information safe and secure.

18th Floor, Techzone Bldg., 701 Malugay, Makati City
 Telephone Nos.: (+632) 86337256
 :: oasict@deped.gov.ph | Website: www.deped.gov.ph



DepEd Philippines

@depedphilippines

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4. **Schedule and Modality.**

4.1. *Date:* Friday, 8 May 2026

4.2. *Time:* 10:00 AM - 12:00 NN

4.3. *Modality:* Virtual (Teams Webinar)

Sign up: tinyurl.com/2026CopilotChatWebinar

5. **Account Requirement.** Personnel **MUST** use their official DepEd accounts (deped.gov.ph) for registration and participation to ensure that there is secure collaboration, and to improve learning experience during the webinar.

6. **Inquiries.** For concerns or further information regarding the webinar schedule and registration links, please contact Mr. Gerard Joseph Atienza via Teams chat at: gerard.atienza@deped.gov.ph

7. For immediate dissemination and appropriate action.

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