



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM**

SGOD-2026-071

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public and Private Elementary, Secondary, and Integrated School Heads  
All Others Concerned

For:   
FROM: **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **CALL FOR PARTICIPANTS IN THE AI READY ASEAN TRAINING**

DATE: April 13, 2026

1. Per Memorandum HRDD-2026-008 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated January 20, 2026 titled "*Implementation of the AI-Ready ASEAN Training in Select Schools Division Offices,*" the Department of Education in partnership with the Association of Southeast Asian Nations (ASEAN) Foundation and Google.org will implement the AI Ready ASEAN Training in select Schools Division Offices.

2. This training, composed of a 12-session AI program, will be conducted through an independent and modular approach via an online Learning Management System (LMS). Furthermore, this training will cover the following areas:

- 2.1. AI Fundamentals – introduction to AI, its types and applications in daily life, fundamentals of generative AI, and the basics of AI development;
- 2.2. AI Usage and Implementation – AI prompting, content creation, and social media use, AI in combating misinformation, career opportunities in the AI era, and emerging AI trends;
- 2.3. AI Ethics, Privacy, and Security – responsible use of AI, data privacy, AI safety, ethics in AI, and the use of AI for social good in education and learning; and
- 2.4. Teaching about AI – training educators on AI fundamentals, developing AI trainers, adapting AI instruction for various audiences, and designing engaging experiences for AI literacy.

3. The Schools Division of Marinduque is expected to train 1,975 participants from April to October 2026. The implementation of this training program shall be managed by the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) through its Master Trainers in the districts and schools.



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4. In view of the foregoing, the Schools Division of Marinduque, through the SGOD-HRDS, opens the **Call for Participants in the AI Ready ASEAN Training** from April 13 to 26, 2026. **All interested students, public and private school teachers, related-teaching, and non-teaching personnel, parents, and other stakeholders shall accomplish the Division Registration Form through [tinyurl.com/aireadyMarinduque](https://tinyurl.com/aireadyMarinduque) on or before April 26, 2026.**

5. All confirmed participants will receive an e-mail notification containing their registration code and assigned Master Trainer within a week after the conclusion of the call for participants. The content of the training program shall depend on the classification of the participants. Furthermore, they are expected to finish all online courses by October 2026.

6. The Division AI Training Focal Person shall ensure a manageable and equitable distribution of participants to all authorized Master Trainers.

7. The final list of confirmed participants shall be released through a separate Memorandum.

8. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, or Mrs. Glaiza T. Palatino, Education Program Specialist II – Human Resource Development Section and Division AI Training Focal Person through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph) and [glaiza.palatino@deped.gov.ph](mailto:glaiza.palatino@deped.gov.ph), respectively.

9. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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