



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

September 10, 2024

**DIVISION MEMORANDUM**

No. 417, s. 2024

**ENHANCING VALUES EDUCATION THROUGH ARTIFICIAL INTELLIGENCE APPLICATIONS: INNOVATIVE APPROACHES TO TEACHING AND LEARNING**

TO: Assistant Schools Division Superintendent  
Chief – Curriculum Implementation Division (CID)  
Chief – School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
School heads and Head Teachers– Elementary and Secondary  
Master Teachers, Teachers – Elementary and Secondary  
All Others Concerned

1. The Schools Division Office of Batangas Province, always committed to the progress and welfare of learners, is set to launch a comprehensive activity designed to harness the transformative potential of Artificial Intelligence (AI) in education. This activity titled **ENHANCING VALUES EDUCATION THROUGH ARTIFICIAL INTELLIGENCE APPLICATIONS: INNOVATIVE APPROACHES TO TEACHING AND LEARNING** seeks to revolutionize learning experiences and outcomes by equipping Values Education teachers with a deep understanding of AI's application in the educational field. It will address key elements of AI, including personalization, assessment, accessibility, inclusivity, and teachers' readiness, with a strong emphasis on ethical responsibility.

2. This initiative is aligned with DepED Order No. 21, s. 2019, which underscores the development of 21st Century Skills, particularly in the Information, Media, and Technology Skills domain. Furthermore, it adheres to the objectives outlined in DepED Order No. 010, s. 2024, which details the principles of the MATATAG Curriculum. Through the integration of AI in teacher training, the program supports the development of a dynamic, inclusive learning environment that prepares both educators and students to meet the challenges of modern education, while ensuring adherence to ethical guidelines regarding AI usage.

3. By the end of the training, participating teachers will proficiently integrate artificial intelligence into their teaching practices, emphasizing ethical considerations, alignment with the MATATAG Curriculum, and fostering 21st Century Skills development particularly reflected through demonstration teaching. Specifically, **ENVISIONAI** has the following objectives:

- a. To enable teachers demonstrate their understanding of AI principles and technologies through **written and practical assessments and discussions**.
- b. to demonstrate increased confidence and enthusiasm for incorporating AI technologies into their teaching practices, with the process of developing MATATAG **lesson plans** serving as a catalyst; and



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c. To appreciate and celebrate learning with the developed competence in adapting teaching strategies based on real-time feedback and student engagement levels during **demonstration teaching**.

4. This training will be held this November 27 to 29, 2024, from 7 a.m. to 5 p.m. in the Rosario Resort and Hotel through the following scheme:

Date	Persons Involved	Modality
November 26, 2024	Technical Working Group	In Person; Venue (Live In)
November 27, 2024, 7:00pm to 5:00pm	Teacher participants	Virtual
November 27, 2024, 7:00pm to 5:00pm	Technical Working Group	In Person; Venue (Live In)
November 28, 2024 7:00pm to 5:00pm	Teacher participants	In person; Venue (Live out)
November 28, 2024, 7:00pm to 5:00pm	Technical Working Group	In Person; Venue (Live In)
November 29, 2024 7:00pm to 5:00pm	Teacher participants	In person; Venue
November 29, 2024, 7:00pm to 5:00pm	Technical Working Group	In Person; Venue


5. The participants, who are Edukasyon sa Pagpapakatao/GMRC/Values Education teachers from both elementary and secondary levels, are listed in Attachment 1. On the training dates, they should bring the following items: a laptop, extension cords, instructional materials, and a Wi-Fi connection. **To reiterate, the participants should not be disturbed or given tasks during the virtual session, as the content knowledge will be shared on the assigned day.**

6. Meanwhile, the Technical Working Group and their terms of reference are provided in Attachment 2. The TWG is expected to be at the venue on November 26, 2024, which will serve as their Day 0.

7. The first meal for participants on November 28, 2024, will be morning snacks, and the last meal will be afternoon snacks on the final day. This schedule will also apply to the TWG on their first onsite day.

8. Furthermore, this memorandum serves as the travel order for all participants, TWG and personnel involved. All expenses incurred for this activity shall be charged against local funds and/or MOOE, subject to the usual auditing procedures.

9. Immediate dissemination and strict compliance with this Memorandum are earnestly desired

  
**MARITES A. IBANEZ, CESO V**  
 Schools Division Superintendent

MLJCB/ ENHANCING VALUES EDUCATION THROUGH ARTIFICIAL INTELLIGENCE APPLICATIONS: INNOVATIVE APPROACHES TO TEACHING AND LEARNING/ R2-136822/09/11/2024



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Attachment 1

	<b>Name</b>	<b>Sub Office</b>	<b>School</b>
1	Juanito P. Hombrebueno	Calatagan	Lucsuhin Nhs
2	Renee Rose G.Granados	Pantalan	Pantalan Senior High School
3	Flordeliza C. Dela Cruz	Nasugbu East	Lumbangan National High School
4	Clariselle Joy M. Conti	Bauan West	Bauan Technical Integrated High School
5	Marlene V. Libo-On	Bauan East	Bauan East Central School
6	Krizzle Sim Joyce G. Creag	Balayan East	Balayan National High School
7	Carolina R. Consigo	Balayan East	Lucban National High School
8	Jobelle E. Morta	Taal	Taal National High School
9	April M. Legarte	Calaca	Dacanlao Gregorio Agoncillo National High School
10	Judy Ann C. Casalme	Nasugbu West	Dr. Crisogono B. Ermita Sr. Memorial Nhs
11	Raquel I. Bonado	San Pascual	Francisco G. Perez Memorial Nhs
12	Liezel O. Rioflorido	Mabini	Anselmo A. Sandoval Memorial Nhs
13	Maria Amihan M. Guirre	San Luis	Banoyo Integrated National High School
14	Edmarlyn J. Javier	Lobo	Masaguitsit-Banalo Natonal High School
15	Angeli A.Japlos	Mataasnakahoy	Mataasnakahoy National High School
16	Ariane V. Sangalang	Laurel	Wenceslao Trinidad Memorial National High School
17	Clarriza M. Calales	Alitagtag	Alitagtag Nhs
18	Sarah Joyce P. Mendoza	Agoncillo	Agoncillo National High School
19	Armida R. Barquilla	Cuenca	Fermin La Rosa National High School
20	Racel R. Mendoza	Talisay	Dona Maria Laurel Platon School Of Agriculture
21	Bea Zharina B. Pascual	Malvar	Malvar School Of Arts And Trade
22	Aries C. Galit	Balete	Balete National High School
23	Gladys P. Argente	Ibaan	Dr. Juan A. Pastor Inhs
24	Roberosa V. Marasigan	Taysan	Mahanadiong Nhs
25	Norman Bryan Banaag	Ibaan	Maximo T. Hernandez Memorial Ihs



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26	Joel S. Amisola	San Juan East	Laiya Intagrated Nhs
27	Aimeeren D. Vitales	Nasugbu East	Looc Elementary School
28	Rollen Richiele C. Mendoza	Balayan East	Putol Elementary School
29	Keila Deniece E. Santos	Nasugbu West	Balaytigue Elementary School
30	Joyce E. Villamin	Lemery	R. Venturanza Central School
31	Rochiel V. Aguba	Mabini	P. Anahao Elementary School
32	Ericka B. Hernandez	Tingloy	Banalo Elementary School
33	Roshiel M. Raz	San Pascual	Banaba Elementary School
34	Baby Carol S. Dimayacyac	Bauan West	Bolo Elementary School
35	Araceli C. Cuasay	San Luis	Bonliw Elementary School
36	Reynald T. Reglos	Alitagtag	Munlawin Elementary School
37	Mary Rose O. Hernandez	Laurel	San Gabriel Elementary School
38	Manilyn I. Pascua	Mataasnakahoy	Bubuyan Elementary School
39	Liza M. Pinili	Laurel	Laurel Central School
40	Patrick Lelis L. Matibag	Cuenca	Ramon Paterno Memorial Elementary School
41	Joy Ann P. Sabedra	Ibaan	Ibaan Central School
42	Elizabeth B. Pinon	Rosario East	Bagong Pook Elementary School
43	Jeannet G. Dimayacyac	Rosario West	Bayawang Integrated School
44	Alfred James A. Ellar	Ibaan	Dr. Juan A. Pastor Integrated National High School
45	Genie Fe M. Ellar	Ibaan	Dr. Juan A. Pastor Integrated National High School



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Attachment 2

<b>Technical Working Group</b>						
<u>NO.</u>	<u>NAME</u>			<u>SEX</u>	<u>OFFICE/DIVISION / SECTION</u>	<u>POSITION</u>
<u>1</u>	Ma. Leticia Jose	C	Basilan	F	SDO	EPS/ Program Proponent/ Learning Resource Facilitator
<u>2</u>	Vanessa	A.	Bautista	F	Malapad na Bato National High School	Principal III/ Documenter / Evaluator/ Learning Resource Facilitator
<u>3</u>	Imelda	H.	De Sagun	F	Carlosa ES	Head Teacher III/ Documenter/ Registration and Certificate Focal Person
<u>4</u>	Mylyn	G	Sangalang	F	Bauan Technical High School	Head Teacher II/ QAME/ Registration and Certificate Focal Person
<u>5</u>	Lilizeil	F	Javier	F	Looc Elem. School	Principal I/ Process Observer
<u>6</u>	Mathew Alliene	D.	Mendoza	M	Banoyo Integrated National HS	Head Teacher I/ Class Manager/ Evaluator
<u>7</u>	Maria Irma	C.	Cudiamat	F	Looc National High School	Principal I/ Class Manager/Evaluator



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<u>8</u>	Angel		Villostas		Taal Senior High School	Documenter/ICT Focal Person/ Support Staff
<u>9</u>	Jester		Pagkaliwagan		Taal Senior High School	Documenter/ICT Focal Person/ Support Staff
<u>10</u>	Beverly		Sastrillo		Masaya Elementary School	Process Observer/QAME
<u>10</u>	Raquel	E	Panique			Lead facilitator
<u>11</u>	Micah Joy	L	Mitra			Lead facilitator
<u>12</u>	Medical Officer					

**TERMS OF REFERENCE**

PROGRAM PROPONENT/MANAGER



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1. Manages the entire training/program
2. Acts as over-all cluster/venue adviser, supervisor
3. Leads the debriefing at the end of the day
4. Provides feedback during the debriefing
5. On the lookout for the welfare of the participants

**LEAD FACILITATOR**

1. Runs the assigned session
2. Responsible for participants learning
3. Where necessary, develops, reviews, contextualizes the Session for the assigned session
4. Provides feedback to Program Manager
5. Attends debriefing sessions

**CLASS MANAGER**

1. Serves as class adviser all throughout the training program
2. Provides the needs of the participants and facilitators during the session
3. Gives/ announces management concerns
4. Checks the attendance
5. Reminds the participants regarding the evaluation
6. Posts, records, and checks the outputs of participants

**PROCESS OBSERVER**

1. Accomplishes the process observation form
2. Attends the debriefing sessions to disseminate what is written in the PO form

**QAME**

1. Ensures that the QAME process such as data gathering through monitoring tools and FGD, analysis of data, as well as the presentation of findings are observed, and ensures protocol is observed in this process.
2. Consolidates QAME results and submits reports to the program manager/ training manager
3. Oversees the entire QAME process of the program
4. Provides QAME results during debriefing
5. Ensures that debriefing happens at the end of the day
6. Submits all accomplished forms

**MEDICAL OFFICER**

1. Ensures the health conditions of the participants
2. Provides first aid and immediately attends to participants needing medical attention
3. Reports participants' health problems to the training management team
4. Attends debriefing sessions

**REGISTRATION AND CERTIFICATE FOCAL PERSON**

1. Secures logistics (supplies, materials, equipment) for the assigned classes



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2. Keeps the master list of participants
3. Spearheads the registration and checking of all attendance of participants
4. Gathers and keeps the supporting documents for liquidation and reporting purposes

**DOCUMENTER / ICT FOCAL PERSON/ SUPPORT STAFF**

1. Sees to it that all equipment needed for the training are available and functional
2. Takes pictures and writes narrative reports of everything during the training
3. Takes down minutes of all meetings/ debriefing sessions
4. Prepares a draft of Completion Report following the given format

**EVALUATOR**

1. Assists the lead facilitator in evaluating the submitted outputs of the participants



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