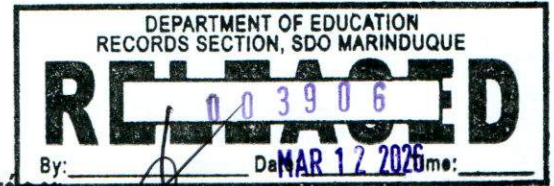




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-049

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

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

SUBJECT: **CALL FOR APPLICATIONS FOR MASTER TRAINERS IN THE AI-READY ASEAN TRAINING**

DATE: March 11, 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 1,045 secondary school students, 480 teachers, and 450 parents. However, related-teaching and non-teaching personnel within the Division may also avail of the said learning and development activity to ensure equal opportunities for all.



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4. 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.

5. In view of the foregoing, the Schools Division of Marinduque, through the SGOD-HRDS, opens the **Call for Applications for Master Trainers in the AI Ready ASEAN Training** from March 12, 2026 to March 20, 2026. **All interested teaching, related-teaching, and non-teaching personnel shall submit the following documentary requirements on or before March 20, 2026, through bit.ly/AITrainingMasterTrainerMdq:**

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Photocopy of the IPCRF/OPCRF during the last three rating periods;
- c. Declaration of Availability and Willingness (for teachers only).
- d. Signed Master Trainer commitment letter; and
- e. Signed publicity content and release form;

Standard forms for documents c-e are downloadable through the Division Learning and Development Repository at bit.ly/LDRRepositoryMdq.

6. Applications may be disqualified due to various reasons, such as but not limited to incomplete requirements, direct sending of requirements to the BHROD and SmartCT email addresses, discrepancies in documents, submission of hard copies of requirements, etc.

7. All qualified Master Trainers shall undergo an hour-long online AI awareness session with AI fundamentals to be delivered by the Division’s local implementing partner, SmartCitiesPH, Inc. (SmartCT). Upon completion, they shall undergo a self-paced AI literacy training through an online LMS equivalent to 20 learning hours.

8. Furthermore, each Master Trainer is expected to manage 50-60 participants within their district through the same LMS. The number of expected Master Trainers per district is reflected in the table below.

DISTRICT	NO. OF MASTER TRAINERS	NO. OF TARGET PARTICIPANTS		
		STUDENTS	EDUCATORS	PARENTS
Boac North	10	300	87	134
Boac South				
Buenavista	4	106	42	57
Gasán	5	160	49	63
Mogpog	4	96	36	40
Santa Cruz East	3	79	28	35
Santa Cruz North	4	110	41	39
Santa Cruz South	2	57	22	25
Torrijos	7	137	175	57

9. The final list of master trainers shall be released through a separate Memorandum.

10. DepEd Order No. 9, s. 2005, otherwise known as *“Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith,”* shall strictly be observed



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within the duration of the training. School heads are expected to employ necessary strategies to avoid disruption of classes and services.

11. 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 and glaiza.palatino@deped.gov.ph, respectively.

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

/SGOD-HRDS-KDA



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