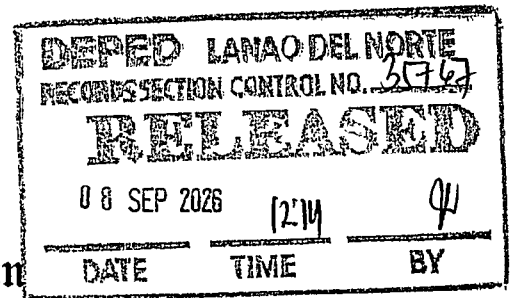




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



September 7, 2026

DIVISION MEMORANDUM
No. 468, s. 2026

**PARTICIPATION IN THE 3 DAY TRAINING ON AI PROMPTING FOR
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. Artificial Intelligence (AI) is increasingly being used to improve productivity, creativity, decision-making, and the quality of work in education. To maximize the benefits of AI, educators and personnel need to develop skills in using AI tools properly, responsibly, and ethically.
2. The **3-Day AI Prompting Training** aims to develop the participants' skills in creating clear, specific, and effective prompts that can produce useful and relevant AI-generated outputs. The training will provide practical knowledge on how AI can be used in instructional planning, administrative tasks, research, communication, documentation, and other workplace activities.
3. Through lectures, demonstrations, workshops, and hands-on activities, participants will learn how to create effective prompts, evaluate AI-generated outputs, and apply AI tools responsibly while observing data privacy, confidentiality, and ethical standards.
4. At the end of the training, participants shall be able to:
 1. understand the basic concepts and uses of Artificial Intelligence;
 2. explain the importance of effective AI prompting;
 3. create clear and effective prompts for different tasks;
 4. use AI tools in instructional, administrative, research, and communication activities;
 5. evaluate and improve AI-generated outputs; and
 6. apply AI responsibly and ethically, particularly in protecting data and maintaining confidentiality.

5. The training shall be attended by selected non-teaching personnel, on September 28-29 and October 1, 2026, at Evergreen Garden, Esperanza, Bacolod, Lanao del Norte at 8:00 am.
6. Participants are advised to bring their laptop and shall accomplish the required activities and outputs during the training.
7. Attached are the list of participants and training matrix of the training for references.
8. This *Memorandum shall serve as Travel Authority*. Travel and other incidental expenses shall be charged against school local funds/MOOE, subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference:

Encl: List of Participants, Training Matrix

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING

3 DAY TRAINING ON AI PROMPTING FOR NON-TEACHING PERSONNEL

HRD/jri
September 21, 2026

LIST OF PARTICIPANTS
3 DAY TRAINING ON AI PROMPTING FOR NON-TEACHING
PERSONNEL

September 29-30, October 1, 2026

NO	Name of Incumbent	Sex	SCHLID	School
1	Dilabayan, Najima Dampa	F	127201	Mala Salug ES
2	Radiamoda, Nohaylin Salatan	F	200542	Dansalan Annex PS
3	Bitancor, Jazzen Ponsaran	M	127097	Purakan ES
4	Saliwa, Kecyl Neth Taoc	F	501369	Bacolod CIS
5	Sanayon, Socrima Macabowat	F	127014	Bangaan ES
6	Cimeni, Janet Arcaya	F	501399	Kahayag IS
7	Gubaten, Faisah Tago	F	137183	Pitubo PS
8	Dindang, Jamal Ali	M	501397	Poonapiagapo CIS
9	Jamal, Abdul Jalil Acob	M	126953	Datu Pascan PS
10	Marohombsar, Hyma Macare	F	501391	Mamagum IS
11	Adam, Jannah Mangotara	F	126955	Kurmatan PS
12	Angnie, Nashria Ibrahim	F	501968	Pacalundo IS
13	Shiek, Aliyah Macaumbang	F	126970	Matampay ES
14	Ombawa, Norhaina Bautil	F	126964	Basagad PS
15	Gorigao, Jamalina Moti	F	126962	Balut ES
16	Omar, Nahida Alingan	F	126966	Bulao PS
17	Montecino, Angel Ferrares	F	127071	F. M. Posadas ES
18	Edon, Francis Dominique Sayre	M	127082	Abaga Central ES
19	Marabong, Haneen Ali	F	501392	Madaya IS
20	Jugan, Ericka Gynne Baylon	F	126987	Salong ES
21	Beronio, Glory Salma Caquilala	F	200504	Anacorita Tongco- Rubillar ES
22	Mamay, Sittienor Panondi	F	126999	Sto Tomas ES
23	Maruhom, Hania Alilang	F	126995	Mahayahay ES
24	Macasalug, Aina Dilabayan	F	127210	Sapad ES
25	Panontongan, Haron Hamdag	M	127011	San Isidro ES
26	Odin, Omaira Sanayon	F	137087	Dalama PS
27	Wanday, Normala Maruhom	F	127006	Dongo-an ES
28	H Abdullah, Nasripah Maruhom	F	200546	Raymundo P. Bariñan ES
29	Daluma, Hanna Edres	F	127008	La Libertad ES
30	Odin, Rosda Rasoman	F	127002	Balili CES
31	Langi, Asima Camid	F	127194	Inudaran ES
32	Macarambon, Rasmia Otto	F	127059	Pantaon ES
33	Rakim, Hafida Gasanara	F	501807	Baraason IS
34	Ali, Norhanie Macadato	F	127160	Bubong PS
35	Sanggacala, Fathma Harizza Arumpac	F	501808	Lininding IS
36	Daud, Asmin Batawi	F	127036	Tagulo ES
37	Cariga, Alsary Diwa	M	127030	Payong ES
38	Orain, Greetchel Alvarado	F	127081	Leonidas D. Ugsang ES
39	Panganting, Almirah Ariraya	F	501558	Pendolonan IS

40	Sanchez, Divine Grace Tingcang	F	127070	F. Bolante MES
41	Bagul, Sittie Sarah Alingan	F	127077	Panadtaran ES
42	Tonto, Sinab Limgas	F	127076	Matampay Ilaya ES
43	Mangorobong, Mohammad-Ali Batua	M	127086	Maranding CES
44	Mangoda, Norkhaida Dima-Ampao	F	127089	Pinuyak ES
45	H.Azis, Rohanisa Gabriel	F	126970	Matampay ES
46	Panganting, Roslainie Mama	F	200536	Darimbang PS
47	Balongkit, Rowena Romena	F	500689	Lala Proper IS
48	Babanto, Analyn Macarayo	F	501030	Samburon IS
49	Daluma, Ainie Balao	F	127102	Felipe Lumantas MES
50	Marandang, Nafisah Masacal	F	127101	Durianon Primary School
51	Apao, Criselle Maghilom	F	127117	Maigo CES
52	Apale, Warren Vincent Cabug	M	200513	Labuay PS
53	Cornell, Asnihaya Osop	F	127115	Liangnan West ES
54	Salic, Rohainah Dimarondao	F	502389	Mentring IS
55	Azis, Norjehan Ambol	F	127139	Pangi ES
56	Guimba, Norhannah Egue	F	127128	Cadayonan ES
57	Pundaodaya, Johara Arimaao	F	127142	Pendulonan ES
58	Abubacar, Nabel Umpa	M	127136	Sultan Macalpang Permites CS (Matungao)
59	Guiling, Walidan Locsadatu	F	137026	Bacayawan PS
60	Macabanding, Hanan Ampaso	F	200518	Cadayonan PS
61	Abdulsamad, Saileah Azis	F	137093	Lindungan PS
62	Locsadato, Raisah Mindalano	F	137095	Lingco-An PS
63	Batalo, Sittie Naomi Matabalao	F	501381	Ramain IS
64	H.Rakim, Jahara Marandang	F	127156	Pantao Ragat CS
65	Rangkato, Almaera Acmad	F	127174	Barandia PS
66	Hadji Mustapa, Hidayat Laguindab	F	127093	Bosque ES
67	Sobair, Nasbia Tando	F	127151	Lomidong ES
68	H. Jamal, Fahida Asum	F	127050	Tugar ES
69	Gabriel, Roselaine Pamoadan	F	127094	Guillermo P. Canoy MS
70	Palagawad, Baghdadi Ali	M	501969	Abaga IS
71	Mutia, Jomair Mapandi	M	127049	Tingintingan PS
72	Samporna, Monaidah Abubacar	F	127172	Tambo-Cadayonan ES
73	Lawan, Jaharah Cano-Os	F	127165	Lower Kalanganan PS
74	Didato, Shahanie Mamarinta	F	127129	Cormatan PS
75	Pungue, Abdul Samad Manalao	M	127137	Nunang PS
76	Abolcair, Norhanifa Haris	F	501373	Cadayonan IS
77	Limbona, Omehayra Macalangcom	F	501382	Munai CIS
78	Bagul, Aziza Alingan	F	127171	Sigayan Adil PS
79	Macarimbang, Jaima Ali	F	127173	Tawanan PS
80	Tago, Jobaira Dora	F	127164	Kalilangan PS
81	Abdul, Raihanie Camisa	F	127190	Baning ES
82	Salic, Nesrien Ali	F	200510	Demarao PS
83	Abong, Shiela Mae Cabantac	F	127003	Bansarvil ES
84	Mangondaya, Junainah Ampaso	F	501385	Miguel E. Esmade MIS
85	Wali, Carim Ampatua	M	127205	Nunungan CES

86	Bayao, Apipa Saripada	F	304016	Nunungan NHS
87	Micawayan, Wahida Balindong	F	501390	Mabuhay IS
88	Mangacop, Aslimah Umpar	F	127178	Camp Allere ES
89	Bangcola, Beleyamin Sinolinding	M	127028	Miguela Pogoy MES
90	Sanayon, Alyannah Dago	F	200539	Topocon ES
91	Macatindog, Norhana Mama	F	501393	Mahayahay IS
92	Lawa, Alnaira Macadaag	F	127216	Payawan ES
93	Daison, Norsailyn Halil	F	501395	Kiasar IS
94	Janalan, Ismael Usoph	M	200543	Malimbato PS
95	Abdul Halim, Norjannah Hadji Solaiman	F	304021	Tagoloan NHS
96	Malna, Jahara Malna	F	127213	Gadongan PS
97	Daluma, Nashibah Campong	F	500687	Dalama IS
98	Ambulo, Sahrawe Panontongan	M	127223	Candis ES
99	Samer, Fatmanaika Macarasam	F	127222	Juan Ardon-Camp 5 ES
100	Salic, Johaina Ali	F	127225	Guillermo Abugan MES
101	Hadjisirad, Sittie Rainie Alingan	F	200507	Baris PS
102	H.Salic, Amer Alingan	M	127062	Sucodan ES
103	Ali, Sonaya Maradial	F	127233	Sucadan ES
104	Cariga, Jalil Odin	M	127037	Tantaon PS
105	Darimbang, Ruffaidah Macote	F	127227	Licapao ES
106	Alando, Norjin Maruhom	F	127176	Buntong ES
107	Abbas, Mohammad Ameer Hussien Macapaar	M	303998	Baloi NHS
108	Balao, Ainah Macarie	F	303999	Bansarvil NHS
109	Odin, Somairah Maruhom	F	500690	Sultan Ali Dimaporo MIS
110	Eguac, John Rich Sumagang	M	304000	Binuni-Demologan NHS
111	Palao, Klinton Ray Baybay	M	315102	Lanao del Norte Provincial Science and Technology HS
112	Cabañero, Kathleen Anne Salcedo	F	304006	Placida Mequiabas Mem. NHS
113	Cabaltera, Dyose Micutuan	F	304007	Liangnan NHS
114	Mejares, Florence Keith Cuizon	F	304008	Linamon NHS
115	Lawan, Jamaira Permites	F	304012	Abdul Azis Liwalug NHS (Matungao)
116	Alinor, Nuraisah Mapandi	F	304013	Diego H. Patigayon NHS
117	Dingal, Sheryl Marie Caracol	F	127235	Bulod ES
118	Hasim, Hasmen Sabino	F	127152	Maliwanag ES
119	Limbona, Fatima H. Gafar	F	127162	Dibarosan PS
120	Mohammad Habib, Fatma Aliyyah Namraida	F	304020	Geronima Cabrera NHS
121	Tonto, Sittienor Muto	F	304023	Salvador NHS
122	Muslim, Hamidah Panimbang	F	127033	Ramain ES
123	Maruhom, Nashia Colo	F	304022	Andres Bersales, Sr. NHS
124	Angay, Neil Julius Buhawe	M	500430	Rufo Dela Cruz IS
125	Asum, Aerah Alifah Pangcoga	F	502082	Sultan Dimasangcay Mananggolo IS
126	Cali, Moner Sumanggibo	M	127114	Kulasihan ES
127	Disomangcop, Junaid Romanillos	M	501601	Olango IS
128	Cabatingan, Crisna Marie Borromeo	F	500688	Taguitic IS

129	Ali, Norhayfah Dimaocom	F	127096	Napo ES
130	Detalla, Lynn Lyka Lagamon	F	127241	San Antonio ES
131	Estrera, Jonnalyn Mae Recla	F	304011	Marcela T. Mabanta NHS
132	Mag-Abo, Rovelyn Yting	F	127074	Lanipao CES
133	Cebua, Zeny Betia	F	127091	San Manuel ES
134	Barambangan, King Fahad Mamarinta	M	127053	Esmeraldo Roque MES(Muntay)
135	Salatan, Afipa Dilabayan	F	127199	Mabugnao ES
136	Dibangkitun, Asnefah Macararic	F	127145	Aloon PS
137	Mapandi, Sittie Najiera Mutia	F	315103	Tangcal NHS (Annex Magsaysay NHS)
138	Piamonte, Alexis Rojas	M	126981	Maliwanag ES
140	De Los Reyes, Heartlain Completado	F	127056	Libertad ES

Beginner-friendly practical training for non-teaching personnel • 8:00 AM–12:00 NN • 1:00 PM–4:00 PM

DAY 1 September 29, 2026 8:00–8:15 AM	Opening, Welcome & Expectations	Jennifer R. Intong
DAY 1 8:15–8:40 AM	What is AI? AI Without the Jargon	Jennifer R. Intong
DAY 1 8:40–9:25 AM	AI in Everyday Office Work	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 1 9:25–9:40 AM	Morning Break	—
DAY 1 9:40–10:40 AM	Prompting Fundamentals: The SIMPLE Formula	Jennifer R. Intong
DAY 1 10:40–11:10 AM	Bad Prompt → Good Prompt Challenge	Jennifer R. Intong
DAY 1 11:10–11:40 AM	Human + AI Workflow: Ask → Review → Fix → Verify → Use	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 1 11:40 AM–12:00 NN	Prompt Relay Game & Day 1 Reflection	Jennifer R. Intong
DAY 1 12:00–1:00 PM	LUNCH BREAK	—
DAY 1 1:00–1:30 PM	Day 1 Review & AI Confidence Check	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 1 1:30–2:15 PM	Practical AI Use Cases for DepEd Offices	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 1 2:15–2:30 PM	Afternoon Break	—
DAY 1 2:30–3:20 PM	Prompt Practice Lab	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 1 3:20–3:50 PM	Prompt Clinic: Fix the Prompt	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 1 3:50–4:00 PM	Day 1 Exit Ticket	Dayanara Eleni C. Muscad Herbert L. Limot
4:00–4:30	Q&A	SEPS-M & E
DAY 2 September 30, 2026 8:00–8:20 AM	Day 2 Warm-up: Prompt Bingo	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 2 8:20–8:35 AM	Five AI Tools at a Glance	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 2 8:35–9:20 AM	Gemini Tool Lab	Dayanara Eleni C. Muscad Herbert L. Limot

DAY 2 9:20-9:35 AM	Morning Break	—
DAY 2 9:35-10:20 AM	ChatGPT Tool Lab	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 2 10:20-11:05 AM	NotebookLM Tool Lab	Dayanara Eleni C. Muscad Herbert L. Limot
DAY 2 11:05-11:35 AM	Claude Tool Lab	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 2 11:35 AM-12:00 NN	Tool Selection Challenge	Dayanara Eleni C. Muscad Newlove N. Econg
DAY 2 12:00-1:00 PM	LUNCH BREAK	—
DAY 2 1:00-1:40 PM	Microsoft Copilot Tool Lab	Dayanara Eleni C. Muscad Newlove N. Econg
DAY 2 1:40-2:10 PM	Which AI Tool Should I Use? Decision Framework	Dayanara Eleni C. Muscad Newlove N. Econg
DAY 2 2:10-2:25 PM	Afternoon Break	—
DAY 2 2:25-2:55 PM	60-Second AI Challenge	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 2 2:55-3:30 PM	Human vs AI Workflow Challenge	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 2 3:30-3:50 PM	AI Detective: Find the Mistakes	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 2 3:50-4:00 PM	Day 2 Reflection	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
4:00-4:30 PM	QAME	SEPS-M & E
DAY 3 (October 1, 2026) 8:00-8:20 AM	Day 3 Warm-up: Prompt Bingo Review	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 8:20-8:50 AM	Prompting as a Conversation	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 8:50-9:30 AM	Advanced Prompt Patterns for Office Work	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 9:30-9:45 AM	Morning Break	—
DAY 3 9:45-10:20 AM	AI Detective: Verification & Quality Control	Florderick S. Velarde Newlove N. Econg

		Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 10:20-10:50 AM	Safe & Responsible AI for Office Work	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 10:50-11:20 AM	Build Your Personal AI Workflow	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 11:20 AM-12:00 NN	Capstone Preparation & Coaching	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 12:00-1:00 PM	LUNCH BREAK	—
DAY 3 1:00-2:00 PM	FINAL CAPSTONE: Solve a Real Office Task with AI	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 2:00-2:20 PM	Capstone Showcase	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 2:20-2:35 PM	Afternoon Break	—
DAY 3 2:35-3:05 PM	Prompt Clinic & Peer Review	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 3:05-3:35 PM	Post-Assessment & Skills Check	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 3:35-3:50 PM	Personal Action Plan	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 3:50-4:00 PM	Closing, Recognition & Next Steps	Florderick S. Velarde Newlove N. Econg Herbert L. Limot Dayanara Eleni C. Muscad
DAY 3 4:00-4:30 PM	QAME	SEPS-M & E