



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 05 2025

MEMORANDUM
NO. 571, s. 2025

**CALL FOR PARTICIPANTS FOR THE AI POWERED LITERACY TRAINING OF THE
DEPARTMENT OF EDUCATION AND MICROSOFT PHILIPPINES**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance Operations Division
Secondary Public School Heads/OICs
All Others Concerned

1. In support to the Republic Act (RA) No. 12028 titled: Academic Recovery and Accessible Learning (ARAL) Program Act of 2024 and Department Order No. 18, s. 2025 or the Implementing Guidelines of the Academic Recovery and Accessible Learning (ARAL) Program, this Office announces the AI Powered Literacy Training through the National Educators Academy of the Philippines (NEAP) and the Bureau of Learning Delivery (BLD), in partnership with Microsoft Philippines Inc., on November 8 and 15, from 8:00 a.m. to 5:00 p.m. at Microsoft Philippines Inc. Office, 11F One Ayala West Tower, Ayala Avenue, Makati City.
2. This training is designed to equip DepEd teachers and school leaders with the knowledge and skills to effectively utilize Microsoft Reading Coach and Reading Progress as innovative tools in strengthening literacy instruction and aims to transform reading assessment and intervention through technology, reduce the burden of manual checking, and create a more inclusive and supportive learning environment for struggling and developing readers.
3. Participants in this training are Grade 7 and 8 English Teachers, Education Program Supervisor in English, ITO, and ICT Coordinators from the Divisions of Mandaluyong, Pasay, Muntinlupa, Taguig Pateros, and Las Piñas which are required to confirm participation through this registration link: <https://tinyurl.com/ReadingCoach2025> on or before November 5, 2025.
4. Service Credit and Compensatory Time-Off (CTO) will be granted to the participants in accordance with DepEd Order No. 013, s. 2024 or DepEd Order No. 009, s. 2025 and Joint Circular No. 2, s. 2024 (Non-Monetary Remuneration for Overtime Service Rendered).

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NUM-2025-571




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5. Travel expenses shall be charged against the respective SDU MOOE or local funds, subject to existing accounting rules and regulations.
6. Participants listed in the attached document are required to bring a laptop with MS Teams installed or updated, an active Microsoft Office 365 account, a laptop charger, and an extension cord, as completion outputs will be accomplished at the venue.
7. This Memorandum shall serve as Authority to Travel/Attend of the participants.
8. Immediate and wide dissemination and compliance of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: Memorandum DM-OULS-2025-147

To be indicated in the Perpetual Index

Under: LITERACY

MCDS-Call for participants for the AI Powered Literacy Training of the Department of Education and Microsoft Philippines
571 /November 4, 2025

NUM-2025-571



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LIST OF PARTICIPANTS FOR AI POWERED LITERACY TRAINING

November 8, 2025

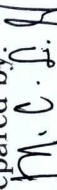
Office of the Microsoft Philippines Inc.

11F One Ayala west Tower, Ayala Avenue, Makati City

NAME	SCHOOL/UNIT	POSITION	DepEd EMAIL	PHONE NUMBER
1. MA. CARMEN D. SOLAYAO	SDO MUNTINLUPA CID	Education Program Supervisor-English	ma.carmen.solayao@deped.gov.ph	09606113617
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16. MARJORIE F. ZAMORA	MUN'TINLUPA BUSINESS HIGH SCHOOL-MAIN	Teacher I	marjorieg.zamora002@deped.gov.ph	09606116182
17. CYRIL PEREZ	MUN'TINLUPA BUSINESS HIGH SCHOOL-MAIN	Master Teacher I	cyril.perez001@deped.gov.ph	09186064066
18. GRETCHEN GATCHALIAN	POBLACION NATIONAL HIGH SCHOOL	Teacher I	gretchen.iinum@deped.gov.ph	09155866019
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20. CHRISZEL A. ALMOSARA	POBLACION NATIONAL HIGH SCHOOL	Teacher I	Chriszel.almosara@deped.gov.ph	09958523341

Prepared by:



MA. CARMEN D. SOLAYAO PhD

Education Program Supervisor-ENGLISH

Noted:



DR. FLORANTE C. MARMETO

Chief-Education Supervisor
Curriculum Implementation Division



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2025-147

TO : **JOCELYN DR. ANDAYA**
Regional Director, National Capital Region
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations


Carmela C. Oracion
FROM : **CARMELA C. ORACION**
Assistant Secretary
Officer-in-Charge
Undersecretary for Learning Systems

SUBJECT : **CALL FOR PARTICIPANTS FOR THE AI-POWERED LITERACY TRAINING OF THE DEPARTMENT OF EDUCATION AND MICROSOFT PHILIPPINES**

DATE : 29 October 2025

1. Pursuant to Section 4 of Republic Act (RA) No. 12028, or the Academic Recovery and Accessible Learning (ARAL) Program Act of 2024 and Department Order No. 18, s. 2025, or the Implementing Guidelines of the Academic Recovery and Accessible Learning Program, the Department of Education implements the ARAL program to establish a free and effective national learning intervention aimed at ensuring that all learners who are struggling in their lessons, particularly in reading, mathematics, and science, attain the competencies set by DepEd for their respective grade levels.
2. In line with this commitment, the Department of Education, through the **National Educators Academy of the Philippines (NEAP)** and the **Bureau of Learning Delivery (BLD)**, in partnership with **Microsoft Philippines**, will hold the **AI-powered Literacy Training** on **November 8 and 15, 2025**, from **8:00 a.m. to 5:00 p.m.**, at the **Microsoft Philippines, Inc. Office**, 11F One Ayala West Tower, Ayala Avenue, Makati City.
3. This program is designed to equip DepEd teachers and school leaders with the knowledge and skills to **effectively utilize Microsoft Reading Coach and Reading Progress as innovative tools in strengthening literacy instruction**. It aims to transform reading assessment and intervention through technology, reduce the burden of manual checking, and create a more inclusive and supportive learning environment for struggling and developing readers.
4. The interactive training features a structured series of sessions that introduce teachers and school leaders to the features, applications, and instructional integration of Reading Progress and Reading Coach within the Microsoft ecosystem, particularly through Teams and Insights.

5. Each select Schools Division Offices (SDOs) from the National Capital Region (NCR) shall identify participants from their respective divisions and schools in accordance with their allotted number of participants indicated in Enclosure 2. Specifically, the participants are composed of the following designations/positions:
 - Education Program Supervisor (EPS) in English
 - SDO Information Technology Officer
 - English Teachers (Secondary- Grades 7 and 8)
 - ICT Coordinators
6. Eligible participants shall have an existing laptop with an installed or updated MS Teams and an active Microsoft Office 365 account. These specifications will aid participants in gaining hands-on experience in administering reading practices, tracking fluency, analyzing learner data, and implementing individualized and small-group interventions based on automated reports.
7. Attached are the Training Matrix (**Enclosure 1**) and the list of identified SDOs in NCR (**Enclosure 2**).
8. The participants are requested to confirm their participation through the registration link <https://tinyurl.com/ReadingCoach2025> **on or before November 5, 2025**, or scan the QR code below:


9. Participants are required to bring their own laptop, laptop charger, and extension cord as completion of outputs will be accomplished in the venue. Participants are likewise reminded to bring maintenance medications as needed.
10. Teaching personnel participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024, "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," or DepEd Order No. 009, s. 2025, "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)." Non-teaching and teaching-related personnel shall be entitled to Compensatory Time-Off (CTO) pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," provided that they will not receive per diem. It is further noted that travel time shall not be included in the computation of Compensatory Overtime Credit. The applicable benefit shall be granted when any of the related activities fall on weekends, holidays, or during work suspensions. Moreover, travel expenses shall be charged against the respective SDO MOOE or local funds, subject to existing accounting rules and regulations.
11. For further queries or clarifications, kindly contact NEAP - Professional Development Division via landline at (02) 8715-9919 or email at neap.pdd@deped.gov.ph, or you may reach Audentes Technologies Inc. (Microsoft Training Partner) at m.monge@audentestechologies.com.
12. For immediate dissemination and appropriate action.



Republic of the Philippines
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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Enclosure 1

Training Matrix
Day 1

DATE	TIME	TOPICS
November 8, 2025	8:00 AM – 8:30 AM	<ul style="list-style-type: none">• Registration• Preliminaries
	9:00 AM – 9:45 AM	<ul style="list-style-type: none">• Diagnose the usage of reading coach and reading progress of the teachers
	9:45 AM – 10:00 AM	<ul style="list-style-type: none">• Health Break
	10:00 AM – 11:00 AM	<ul style="list-style-type: none">• Understanding/ Unpacking the DepEd Reading Framework and Foundations of Reading Literacy
	11:10 AM – 12:00 PM	<ul style="list-style-type: none">• Foundations of Reading Literacy
	12:00 PM – 1:00 PM	<ul style="list-style-type: none">• Lunch Break
	1:00 PM – 2:00 PM	<ul style="list-style-type: none">• Reading Coach Basics
	2:00 PM – 2:15 PM	<ul style="list-style-type: none">• Health Break
	2:15 PM – 3:15 PM	<ul style="list-style-type: none">• Getting Started w/ Microsoft Reading Progress
	3:15 PM – 3:45 PM	<ul style="list-style-type: none">• Designing Reading Activities Aligned with the Framework
	3:45 PM – 5:00 PM	<ul style="list-style-type: none">• Using Data to Support Literacy Growth



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Training Matrix
Day 2

DATE	TIME	TOPICS
November 15, 2025	8:00 AM – 8:30 AM	<ul style="list-style-type: none">• Preliminaries
	8:30 AM – 9:30 AM	<ul style="list-style-type: none">• Designing Scaffolded Inference Activities with Microsoft Reading Coach
	9:30 AM – 9:45 AM	<ul style="list-style-type: none">• Health Break
	9:45 AM – 10:45 AM	<ul style="list-style-type: none">• Embedding Evidence-Based Questioning Techniques
	10:45 AM – 12:00 PM	<ul style="list-style-type: none">• Customizing Feedback Loops in Reading Coach Modules
	12:00 PM – 1:00 PM	<ul style="list-style-type: none">• Lunch Break
	1:00 PM – 2:00 PM	<ul style="list-style-type: none">• Aligning Digital Tools with Learning Objectives/ Embedding Reading Coach and Progress Tools into Daily Lessons
	2:00 PM – 3:00 PM	<ul style="list-style-type: none">• Differentiating Instruction with Tech Integration/ Monitoring Growth and Adjusting Instruction
	3:00 PM – 3:15 PM	<ul style="list-style-type: none">• Health Break
	3:15 PM – 4:15 PM	<ul style="list-style-type: none">• Interpreting Key Metrics in Reading Progress Reports and Creating Flexible Groupings Based on Data
	4:15 PM – 5:00 PM	<ul style="list-style-type: none">• Assessment and Feedback• Closing Program



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Enclosure 2

Identified School Division Offices (SDOs) from National Capital Region (NCR)

SDO	NO. OF PARTICIPANTS	DESIGNATION/ POSITION	NAME OF SCHOOL
Mandaluyong City (24 pax)	1	EPS	n/a
	1	ITO	n/a
	4	ICT Coordinator	<i>To be determined</i>
	18 (3 per school)	English Teachers (Secondary (Grades 7 and 8))	Mataas na Paaralang Neptali A. Gonzales
			Highway Hills Integrated School
			Addition Hills Integrated School
			Senate President Neptali A. Gonzales Integrated School
			Mandaluyong High School
Eulogio Rodriguez Integrated School			
Pasay City (20 pax)	1	EPS	n/a
	1	ITO	n/a
	3	ICT Coordinator	<i>To be determined</i>
	15 (3 per school)	English Teachers (Secondary (Grades 7 and 8))	Pasay City National High School
			Kalayaan National High School
			Pasay City South High School
			Pasay City East High School
			President Corazon "Cory" C. Aquino National High School
Muntinlupa City (20 pax)	1	EPS	n/a
	1	ITO	n/a
	3	ICT Coordinator	<i>To be determined</i>
	15 (3 per school)	English Teachers (Secondary (Grades 7 and 8))	Poblacion National High School
			Pedro E. Diaz High School
			Muntinlupa Business High School - Main
			Tunasan National High School
			Lakeview Integrated School
Taguig City-Pateros	1	EPS	n/a
	1	ITO	n/a



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(20 pax)	3	ICT Coordinator	<i>To be determined</i>
	15 (3 per school)	English Teachers (Secondary (Grades 7 and 8))	Maria Concepcion Cruz High School
			Benigno Ninoy Aquino High School
			Tibagan High School
			Kapt. Eddie Reyes Integrated School
			Taguig Integrated School
Las Piñas City (16 pax)	1	EPS	n/a
	1	ITO	n/a
	2	ICT Coordinator	<i>To be determined</i>
	12 (3 per school)	English Teachers (Secondary (Grades 7 and 8))	Las Piñas North National High School
Las Piñas CAA National High School			
Lydia Aguilar National High School			
Gonzalo Gatchalian National High School			
TOTAL	100		

