



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 09 2026

MEMORANDUM

No. 418, s. 2026

**FINAL ADMINISTRATIVE ARRANGEMENT FOR REGIONAL MEMORANDUM
NO. 660, S. 2026 RE: AI FOR FUTURES THINKING AND STRATEGIC
LEADERSHIP: DEPED NCR EDUCATION LEADERS CAPABILITY
DEVELOPMENT PROGRAM**

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

1. Attached is Regional Memorandum no. 680 s. 2026 titled **"FINAL ADMINISTRATIVE ARRANGEMENT FOR REGIONAL MEMORANDUM NO. 660, S. 2026 RE: AI FOR FUTURES THINKING AND STRATEGIC LEADERSHIP: DEPED NCR EDUCATION LEADERS CAPABILITY DEVELOPMENT PROGRAM"**, dated September 3, 2026, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
SCHOOL TRAINING

AFS/ FINAL ADMINISTRATIVE ARRANGEMENT FOR REGIONAL MEMORANDUM NO. 660, S. 2026 RE: AI FOR FUTURES THINKING AND STRATEGIC LEADERSHIP: DEPED NCR EDUCATION LEADERS CAPABILITY DEVELOPMENT PROGRAM
418 September 7, 2026

NUM-2026-418

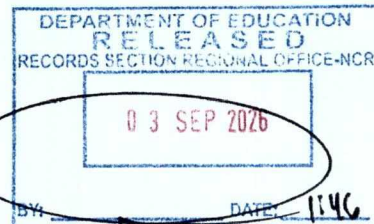


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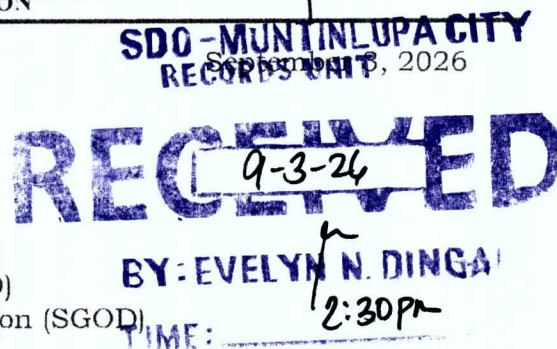
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REGIONAL MEMORANDUM

No. 680, s. 2026

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, Curriculum Implementation Division (CID)
Chiefs, School Governance and Operations Division (SGOD)
Regional Office Functional Division Chiefs
Education Program Supervisors
All Others Concerned



FINAL ADMINISTRATIVE ARRANGEMENTS FOR REGIONAL MEMORANDUM NO. 660, S. 2026 RE: AI FOR FUTURES THINKING AND STRATEGIC LEADERSHIP: DEPED NCR EDUCATION LEADERS CAPABILITY DEVELOPMENT PROGRAM

1. In reference to the conduct of the above-mentioned activity, all concerned are hereby informed of the following final administrative arrangements:
 - a. All participants are requested to accomplish the **Artificial Intelligence (AI) Readiness and Competency Assessment** prior to the conduct of the activity through the following link: <https://forms.cloud.microsoft/r/mKNFBxRn>.
 - b. All participants are advised to **bring their own laptops** for the hands on activities involving generative Artificial Intelligence (AI) platforms. The use of laptops is strongly encouraged instead of mobile phones to facilitate easier navigation, access to AI platforms, prompt writing, and completion of the prescribed workshop activities.
 - c. Participants are advised to review and bring the other required documents and materials indicated in the **attached Enclosure**.
2. Expenses to be incurred in the conduct of this activity, as provided in the previous issuance, shall be charged against **OSEC-NCR-26-01938 - PSF on the Operationalization of Project AGAP - Artificial Intelligence Initiatives**, subject to the usual accounting and auditing rules and regulations.
3. All other provisions, instructions, and administrative arrangements stipulated In **Regional Memorandum No. 660, s. 2026** shall remain.
4. For information, guidance, and strict compliance.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent, Officer-In-Charge, Office of the
Assistant Secretary for Operations



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Enclosure: Prerequisites for the Participants (SDSs and ASDSs)

Situation 1 — The Plan

Nothing here is done yet. Bring something real: notes, an Excel file, a Word doc, a photo, whatever exists. Material related to each other, we will bring them together.

Focus Area	Bring
Safety Project	Real fragments from your own Division — a note, a number, a conversation with a principal, an incomplete SGOD report. Nothing polished, nothing final.
Budget / Capital Project	Whatever you have — a facility condition list, a capital plan, a fund balance figure, even just a sense of what's competing for money this cycle.
Something else	Whatever fragments exist for your own real situation — pulled from your actual duties, not invented.
If you have nothing on hand	Use the demo case as a stand-in — the figures are real, sourced, and ready to work from.

Situation 2 — The Rewrite

Two things to bring:

What	Bring
Sample writing	Real pieces you've written — emails, a speech, anything in your own voice. Not the piece you're rewriting — something else.
A voice in mind	Someone whose writing you'd want to try instead — pick from the menu below, or bring your own.

Situation 3 — The Image

Ideas for a poster for either a school event or a school awareness campaign or photo of themselves.

Situation 4 — The Document



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Bring something real — a document someone else produced, that you need to understand and act on.

A data release or factbook-type document	Something produced by your Division, region, or another office — not written by you or your team
An audit or compliance report	Findings, observations, anything you've been handed to respond to.
A program evaluation or accomplishment report	Something summarizing results you didn't write yourself.
If you have nothing on hand	Use the demo case as a stand-in — it's ready to work from.

Situation 5 — The Red Team

Bring something real and finished; your team's work — a proposal, a report, a plan — something you've already read and re-read, but aren't fully sure of. That's exactly what a red team is for.

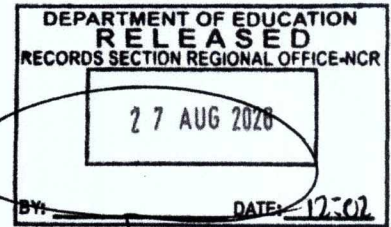
Budget / Proposal	A funding request, a training proposal, a pitch deck.
Personnel	An appointment recommendation, an evaluation, anything about a person.
Something else	Pulled straight from your own duties: a report, a plan, a recommendation you're about to sign.
If you have nothing on hand	Use the demo case as a stand-in — it's ready to work from.

Situation 6 — The Voice

Demo — nothing to prepare in advance. You can wing it or include the demo script prepared



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August 24, 2026

REGIONAL MEMORANDUM
No. 660, s. 2026

**AI FOR FUTURES THINKING AND STRATEGIC LEADERSHIP: DEPED NCR
EDUCATION LEADERS CAPABILITY DEVELOPMENT PROGRAM**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, Curriculum Implementation Division (CID)
Chiefs, School Governance and Operations Division (SGOD)
Regional Office Division Chiefs
Education Program Supervisors
All Others Concerned

1. The Department of Education (DepEd) National Capital Region, through the Human Resource Development Division – National Educators Academy of the Philippines Region (HRDD-NEAP R), announces the conduct of the **AI for Futures Thinking and Strategic Leadership: DepEd NCR Education Leaders Capability Development Program**.

2. The program is a one-day executive learning session designed to equip DepEd NCR education leaders with the essential knowledge and practical skills in Artificial Intelligence (AI), including ChatGPT, Gemini, Microsoft Copilot, and other generative AI tools. It aims to strengthen leaders' capabilities in futures thinking, identifying emerging signals and trends, writing effective prompts and instructions, and applying AI responsibly to support strategic planning, decision-making, policy development, and organizational innovation. The program likewise emphasizes the complementary relationship between **Human Intelligence (HI)** and **Artificial Intelligence (AI)** to promote ethical, informed, and future-ready educational leadership.

3. The activity shall be conducted according to the following schedule:

Participants	Date	Venue	No. of Participants
Schools Division Superintendents (SDS)	September 7, 2026	4 th Floor, Usec Varela	16
Assistant Schools Division Superintendents (ASDS)	September 8, 2026,	Building Conference	19
Chiefs, Curriculum Implementation Division (CID)	TBA	Hall DepEd NCR Regional Office	16



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Chiefs, School Governance and Operations Division (SGOD)	TBA		16
Regional Office Functional Division Chiefs and Education Program Supervisors (EPSs)	TBA		30

4. The specific venue and session program are provided in the attached Training Matrix. Likewise, participants are requested to bring their own laptops to facilitate the actual navigation, exploration, and hands-on utilization of the AI platforms during the training sessions.
5. Expenses to be incurred in connection with the said activity, including meals for the participants, training materials, and honoraria for the resource persons, shall be charged against the Regional Office MOOE, subject to the usual accounting and auditing rules and regulations
6. For inquiries, you may contact **Mr. Hajji R. Palmero**, Chief, Human Resource Development Division – NEAP Region, through email at hajji.palmero@deped.gov.ph.
7. Attendance of the identified participants is hereby enjoined.
8. Immediate dissemination of and strict compliance with this Memorandum is desired.

JOCELYN DR. ANDAYA

Regional Director – DepEd NCR
concurrent Officer-In-Charge Office
Assistant Secretary for Operations



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Session at a Glance

I. Pre-Work 1h

1h Baseline survey. Accounts made, devices ready, files loaded, Claude open. The frame for the day.

II. Session Proper 4h

Section	Time	In Brief
Opening	10 min	Welcome. Get comfortable. Let's begin.
Google vs AI	10 min	Google when they need to find. Claude when they need to think. They ask the same question both ways and see the difference — not in the first answer, but in what happens when they push back.
Orientation	10 min	They open Claude. Left rail, chat window, model selector. Settings — Profile, Capabilities, Memory, Privacy. Then Start a Project — the answer to 'will Claude remember me?'
The Tool Map	10 min	Claude, ChatGPT, Gemini, Perplexity, Grok, Nano Banana — what each does, fit for purpose. No agenda. Each tool taught again in context as the relevant situation comes up.
Road Rules	15 min	What no one tells you about how AI works — tokens, memory, the habits that make you faster. Then the guardrails: three real, verified deepfake fraud cases, and how to spot the tell before it costs you.



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Section	Time	In Brief
How to Write a Good Prompt	20 min	Three structures — RTF, CRAFT, CO-STAR — and when each one fits. The Rustan's gift demo, live, so you see the same request sharpen with each one. The single most useful skill of the afternoon.
— TEA BREAK —	15 min	

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II. Session Proper (continued)

Section	Time	In Brief
Situation 1 · The Plan	20 min	They are the architect. Claude is the builder. They start from scratch — describe what they want. Claude hands them a plan — or the beginning of one.
Situation 2 · The Rewrite	20 min	They are the author. Claude is the editor. They bring something they wrote that isn't right yet — and samples of their writing so Claude learns their voice. Claude makes it theirs.
Situation 3 · The Image	15 min	They are the creative director. Nano Banana — Google's image tool, living inside Gemini, not a Claude chat — is the designer. They describe what they want, or hand it a photo of themselves. It makes it — a visual they can use, send, print, post.
— TEA BREAK —	15 min	
Situation 4 · The Document	20 min	They are the Managing Director. Claude is the analyst. They receive a document. Claude analyzes it. Dissects it. Surfaces the anomalies. Derives conclusions.
Situation 5 · The Red Team	25 min	They are the decision-maker. Claude is the red team. They hand Claude a document — theirs or their team's. Claude stress-tests the logic. Challenges the assumptions. Finds the gaps.
Situation 6 · The Voice	15 min	They talk. It talks back. ChatGPT voice mode. Hands-free.
QA	10 min	Open questions.



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Section	Time	In Brief
Closing	10 min	Playbook in hand. Group photo. Final tea.
Total	4h00	

III. Post-Session Practice 2h

- 2h They run the Playbook on their own work, and on scenarios they didn't get to in the room. What stalls gets written down — something to take up at The Hour. Post-session survey closes the day.

IV. The Hour 1h

- 1h Virtual, the whole cohort together, three weeks on. The questions captured in practice, unpacked.

Total 8h