

Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

May 6, 2026

DIVISION MEMORANDUM

No. 414, s. 2026

**INVITATION TO THE MICROSOFT 365 COPILOT CHAT WEBINAR ON
ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH AI**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, CID and SGOD
School District's in-Charge
Section/Unit Heads
School Heads, Public Elementary and Secondary Schools
School ICT Coordinators
All Others Concerned
This Division

1. In reference to **MEMORANDUM OASICT-MEM-042726-U4-1** dated April 27, 2026, from the Office of the Undersecretary for Information and Communications technology, this Office directs all DepEd personnel to attend on the above-captioned activity, which will be conducted on **May 8, 2026, from 10:00 AM to 12:00 NN via Microsoft Teams.**

2. The activity aims to equip non-teaching personnel with essential skills in using AI-powered tools in Microsoft 365 to improve efficiency in tasks such as document drafting, summarization, content generation, and data management. Interested participants must register through the link: **tinyurl.com/2026CopilotChatWebinar** and must use their official DepEd accounts.

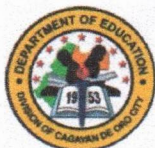
3. For inquiries and concerns, please coordinate with Mr. Gerard Joseph Atienza via Microsoft Teams chat at gerard.atienza@deped.gov.ph.

4. Immediate and wide dissemination of this Memorandum is desired

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
ICT

JRS/DM- MICROSOFT 365 COPILOT CHAT WEBINAR ON ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH AI



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Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM

OASICT-MEM-042726-U4-1

FOR : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
DIVISION CHIEFS AND HEADS OF OFFICES
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION IT OFFICERS
ALL OTHERS CONCERNED**

FROM : **ATTY. MARCELINO G. VELOSO III**
Assistant Secretary *g. v*

SUBJECT : **INVITATION TO THE MICROSOFT 365 COPILOT CHAT WEBINAR:
ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH AI**

DATE : 27 April 2026

1. **Background.** Technology is changing how organizations and their personnel work. To help DepEd offices work better and faster, the DepEd Central Office is holding a series of training sessions for non-teaching personnel to allow them to use the latest digital tools and Artificial Intelligence (AI) to improve how they do their daily tasks.
2. **Program Overview.** The **Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI** is an online training session that will enable non-teaching personnel to use the AI assistant features inside Microsoft 365 to finish work more quickly and safely by learning the following concepts:
 - 2.1. Finding and opening the Copilot Chat tool.
 - 2.2. Choosing if AI should look for answers only in office files or search the whole Internet.
 - 2.3. Writing clear instructions (called "prompts") using four simple steps: context, goal, source, and expectations.
 - 2.4. Best practices in writing clear, concise, and well-structured prompts.
 - 2.5. Using Copilot Chat to brainstorm ideas, summarize information, create content, and generate code.
3. **Benefits.** The training will help improve daily office tasks like writing reports, drafting letters, and managing files. It also makes it easier to share information and collaborate. By using Copilot, helpful information from the internet can be obtained instantly to help with the daily tasks. Most importantly, participants will learn how to use these tools in a way that keeps DepEd's sensitive files and private information safe and secure.

4. **Schedule and Modality.**

4.1. *Date:* Friday, 8 May 2026

4.2. *Time:* 10:00 AM - 12:00 NN

4.3. *Modality:* Virtual (Teams Webinar)

Sign up: tinyurl.com/2026CopilotChatWebinar

5. **Account Requirement.** Personnel **MUST** use their official DepEd accounts (**deped.gov.ph**) for registration and participation to ensure that there is secure collaboration, and to improve learning experience during the webinar.

6. **Inquiries.** For concerns or further information regarding the webinar schedule and registration links, please contact Mr. Gerard Joseph Atienza via Teams chat at: gerard.atienza@deped.gov.ph

7. For immediate dissemination and appropriate action.