



**PHILIPPINE
ORGANIZATION
FOR TLE AND TVL
EDUCATORS INC.
(POTTE) INC.**

Main Office Address:

53 V. Bernardino road Brgy. Bagbag
Novaliches, Quezon City.

Sec Registration: CS201916456

NON-VAT TIN: 010-408-109

Contact Number:

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July 22, 2026

CECILIA E. VALDERAMA

Schools Division Superintendent
Department of Education
Bulacan

Republic of the Philippines DEPARTMENT OF EDUCATION Schools Division Office of Bulacan	
ADVISORY	
To:	No. <u>674</u> , S. <u>704</u>
☐ PUBLIC ☐ PRIVATE ☐ PSDS	
☐ ELEMENTARY ☐ JUNIOR HIGH SCHOOL ☐ SENIOR HIGH SCHOOL	
☐ ELEMENTARY SCHOOL PRINCIPALS / SCHOOL HEADS	
☐ SECONDARY SCHOOL PRINCIPALS / SCHOOL HEADS	
For information:	
CECILIA E. VALDERAMA, PhD, CESO VI Schools Division Superintendent	

Email:
DepEd-SDO of Bulacan Office of the SDS

R E C E I V E D
JUL 27 2026
By: [Signature]
Time: 8:00 am

Subject: *Follow-Up on the Request for the Issuance of a DepEd Division Advisory – 3-Day National Seminar-Workshop on Future-Ready Digital Skills: Computer Literacy, Artificial Intelligence, and Technology-Enhanced Learning*

Dear Sir/Ma'am:

Peace and good health unto you!

With utmost respect, the **Philippine Organization for TLE and TVL Educators, Inc. (POTTE Inc.)**, in partnership with the **Philippine Continuing Professional Development Training Center, Inc. (PCPD)**, humbly writes to your esteemed office regarding our upcoming **3-Day National Seminar-Workshop on Future-Ready Digital Skills: Computer Literacy, Artificial Intelligence, and Technology-Enhanced Learning**, to be conducted on **September 4, 5, and 6, 2026 via Zoom**.

This three-day seminar-workshop is designed to strengthen the digital competencies of teachers, school heads, education supervisors, and other education professionals by enhancing their knowledge and practical skills in computer literacy, artificial intelligence (AI), digital productivity, and technology-enhanced teaching and learning. The program likewise promotes the responsible and ethical use of emerging technologies in support of innovative, inclusive, and learner-centered instruction.

In this regard, may we most respectfully request the issuance of a Division Advisory from your good office to inform interested teachers, school heads, supervisors, and other education personnel under your jurisdiction about this professional development activity and encourage their participation.



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We firmly believe that your support in disseminating this learning opportunity will greatly contribute to the continuing professional development of educators and the advancement of quality, technology-driven education within your Schools Division. For your reference and evaluation, we have attached the **Program Matrix** of the seminar-workshop.

Interested participants may register through the following link:

Registration Link:

<https://forms.gle/iZMXBFbzYHY11gL58>

<https://forms.gle/iZMXBFbzYHY11gL58>

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Should your office require additional information or clarification, please feel free to contact us through:

Mobile: 0992-052-8588 & 0917- 805-3370

Email: potteincorporated@gmail.com

We sincerely hope for your kind consideration and favorable response. Thank you very much for your valuable time, unwavering support, and steadfast commitment to the continuous professional growth of our educators.

Respectfully yours,

Sha G.

Office Admin

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PROGRAM MATRIX

3-Day National Seminar-Workshop on Future-Ready Digital Skills: Computer Literacy, Artificial Intelligence, and Technology-Enhanced Learning

Description: This three-day national seminar-workshop is designed to equip professional teachers with future-ready digital competencies by integrating computer literacy, artificial intelligence (AI), and technology-enhanced learning into a comprehensive professional development program. As education rapidly evolves in response to digital transformation, educators are expected to possess not only foundational computer skills but also the ability to effectively utilize emerging technologies that promote innovative, engaging, and learner-centered instruction.

The program provides participants with a progressive learning experience that begins with essential computer operations and digital productivity skills, advances to the practical applications of Artificial Intelligence in education and workplace settings, and culminates in the integration of technology-enhanced teaching strategies and digital instructional design. Through interactive lectures, guided demonstrations, hands-on workshops, collaborative learning activities, and authentic performance tasks, participants will gain practical experience in utilizing productivity software, AI-powered educational tools, digital collaboration platforms, online assessment applications, and interactive learning technologies.

Participants will also examine ethical considerations surrounding artificial intelligence, responsible digital citizenship, cybersecurity awareness, data privacy, and the appropriate use of technology in educational environments. The seminar-workshop emphasizes the development of technology-enhanced instructional materials, AI-assisted lesson planning, and innovative classroom practices aligned with the Philippine Professional Standards for Teachers (PPST), 21st Century Skills Framework, Digital Competence Frameworks, and current educational trends.

Upon completion of the program, participants are expected to demonstrate improved digital proficiency, confidently integrate AI and educational technologies into teaching and learning processes, and design innovative, inclusive, and technology-supported learning experiences that promote student engagement, creativity, collaboration, critical thinking, and lifelong learning.

This program is implemented by the Philippine Organization for TLE and TVL Educators Inc. (POTTE), in partnership with the Philippine Continuing Professional Development Training Center, Inc. (PCPD), as part of its continuing commitment to



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advancing professional competencies, digital transformation, technology integration, and instructional excellence among Filipino educators.

Objectives:

At the end of the training program, the participants are expected to:

1. Demonstrate proficiency in fundamental computer operations, digital productivity applications, and essential ICT skills necessary for professional practice.
2. Apply effective file management, internet navigation, digital communication, cloud collaboration, and online productivity techniques in educational and workplace settings.
3. Utilize Microsoft Office applications and other digital productivity tools to develop quality instructional and professional outputs.
4. Explain the concepts, principles, opportunities, and limitations of Artificial Intelligence and its relevance in education, training, and workplace productivity.
5. Utilize AI-powered applications responsibly to enhance lesson planning, instructional material development, classroom assessment, research, content creation, and administrative tasks.
6. Demonstrate ethical, responsible, and secure use of Artificial Intelligence, digital technologies, and online platforms while observing principles of digital citizenship, cybersecurity, academic integrity, and data privacy.
7. Integrate technology-enhanced teaching strategies, digital learning platforms, interactive educational applications, and online assessment tools to promote learner engagement and improve instructional effectiveness.
8. Design learner-centered, inclusive, and technology-enhanced instructional materials and classroom activities using appropriate digital tools and AI-assisted applications.
9. Develop an AI-integrated lesson plan that aligns standards, learning competencies, assessment strategies, and technology-enhanced instructional practices.
10. Produce and present a comprehensive capstone project that demonstrates the effective integration of computer literacy, Artificial Intelligence, and technology-enhanced learning strategies applicable to 21st-century teaching and professional practice.

Duration: 3 Days (24 Hours)

Training Modality: via Zoom

Date of Conduct: September 4,5&6, 2026



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DAY 1 – Computer Made Easy: A Beginner's Guide to Digital Skills

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00–8:15	Registration and Attendance	Complete registration requirements.	POTTE Staff
8:15–8:30	Opening Program and Orientation	Understand objectives and mechanics.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
8:30–9:00	Pre-Test	Assess baseline knowledge.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
9:00–10:30	Session 1: Introduction to Computers, Digital Devices, and Basic Operations	Explain computer concepts and perform basic operations.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
10:30–10:45	Break		
10:45–12:15	Session 2: File Management, Internet Navigation, and Digital Communication	Apply file management and online communication skills.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
12:15–1:15	Lunch Break		
1:15–2:45	Session 3: Microsoft Word, Excel, and PowerPoint Fundamentals	Create documents, spreadsheets and presentations.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
1:15–2:45	Break		
3:00–4:15	Session 4: Digital Citizenship, Online Safety, and Responsible Use of Technology	Demonstrate ethical and secure technology use.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
4:15–4:45	Workshop / Capstone Activity	Produce a digital output.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>
4:45–5:00	Post-Test, Evaluation and Closing	Evaluate learning gains.	Ms. Archilyn Semanero <i>Principal I</i> <i>Tagulod High School</i>



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DAY 2 – Modern Teaching Essentials: AI, Digital Tools, and Interactive Learning

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00–8:15	Attendance	Complete attendance.	POTTE Staff
8:15–8:30	Recap and Orientation	Recall previous learning.	POTTE Staff
8:30–9:30	Emerging Educational Technologies	Explain trends in educational technology.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
9:30–10:30	Foundations of AI in Education	Describe AI applications and ethics.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
10:30–10:45	Break		
10:45–12:15	Digital Tools for Instruction	Use digital teaching tools.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
12:15–1:15	Lunch Break		
1:15–2:45	Workshop: Creating Interactive Digital Activities	Develop interactive learning resources.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
2:45–3:00	Break		
3:00–4:15	Interactive Learning Strategies	Apply learner-centered strategies.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
4:15–4:45	AI-Integrated Lesson Planning	Design an AI-assisted lesson plan.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School
4:45–5:00	Reflection and Evaluation	Reflect on learning.	Ms. Gloria Z. Pumarada, MAED Teacher III San Ildefonso National High School



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DAY 3 - AI and Computer Basics for Non-Tech Professionals

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00–8:15	Attendance	Complete attendance	POTTE Staff
8:15–8:30	Orientation	Understand Day 3 expectations.	POTTE Staff
8:30–9:00	Pre-Test	Assess AI knowledge.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
9:00–10:30	Introduction to Computers, Digital Literacy and AI Concepts	Explain AI and digital literacy concepts.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
10:30–10:45	Break		
10:45–12:15	Applications of AI in Communication, Office Work, Teaching and Productivity	Apply alignment in activities	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
12:15–1:15	Lunch Break		
1:15–2:45	Hands-on Workshop on AI Tools	Apply AI platforms in authentic tasks.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
2:45–3:00	Break		
3:00–4:15	Ethical Use of AI, Digital Responsibility and Emerging Technologies	Practice responsible AI use.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
4:15–4:45	Capstone Integration Activity	Present an AI-assisted output.	Ms. Joylyn R. Medina, MAT-TLE <i>Master Teacher II Francisco P. Felix Memorial National High School</i>
4:45–5:00	Post-Test and Closing Ceremony	Demonstrate achievement of outcomes.	POTTE Staff

**Please note that this is a working program. Minor updates might occur.*