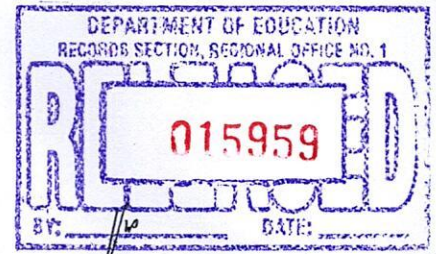




Republic of the Philippines
Department of Education
 REGION I



MAY 05 2026

REGIONAL MEMORANDUM

No. 553, s. 2026

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

To : **All Schools Division Superintendents**
Chiefs, Functional Divisions
Heads, Sections/Units
All Concerned

1. In reference to OASICT-MEM-042726-U4-1 Memorandum, dated April 27, 2026, titled Invitation to the Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI.
2. In line with this initiative, the Department of Education - Central Office will be conducting a series of online training sessions intended for non-teaching personnel on the effective use of digital tools and Artificial Intelligence (AI) assistant features within Microsoft 365. The activity aims to enhance productivity and efficiency in the performance of daily administrative tasks. All interested DepEd non-teaching personnel are highly encouraged to participate to the said activity.
3. The schedule and modality are as follows:
 - **Date: Friday, May 8, 2026**
 - **Time: 10:00 AM - 12:00 NN**
 - **Modality: Virtual (Teams Webinar)**
 - **Link: tinyurl.com/2026CopilotChatWebinar**
4. Additional information and details are provided in the attached Memorandum for your reference.
5. For information, guidance and compliance.

elo
ESTELA P. LEON-CARIÑO, EdD, CESO III
 Director IV/ Regional Director

Reference: None
 Encl.: Memorandum
 To be indicated in the Perpetual Index
 under the following subjects:

ICT WEBINAR

ORD/ICTU/SCL/RM_M365ChatWebinar
 May 4, 2026



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|----------------|------------|------|--------|
| Doc. Ref. Code | RM-ORD | Rev | 00 |
| Effectivity | 11.18.2024 | Page | 1 of 1 |



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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.



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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.