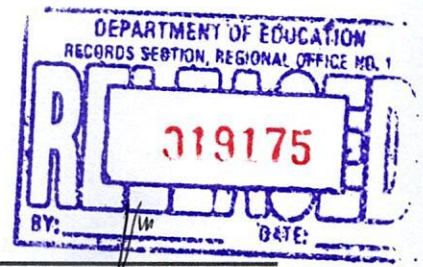




Republic of the Philippines
Department of Education
 REGION I



JUN 16 2026

Advisory No. 87, s. 2026

JUN 16 2026

In compliance with DepEd Order (D.O) No. 8, s. 2013
 this advisory is issued not for endorsement per D.O No. 28, s. 2001,
 but only for the information of DepEd Officials,
 personnel/staff, as well as the concerned public.
 (Visit www.deped.gov.ph)

**CALL FOR NOMINATIONS TO THE ONLINE COURSE ON AI FOR EVERYDAY
 PRODUCTIVITY**

The Development Academy of the Philippines (DAP) Center for Excellence on Public-Sector Productivity announces its Call for Nominations to the Online Course on AI for Everyday Productivity from June 29 – July 2, 2026 via Zoom Platform.

The Course on AI for Everyday Productivity aims to strengthen the competencies of public sector managers, supervisors, and technical staff in effectively using AI tools within the office environment to enhance productivity, efficiency, and service equality.

Attached are the Online Briefer, Nomination Form, General Information and Guidelines for Nomination for reference. Interested participants may submit the necessary documents on or before June 24, 2026 as stated in the guidelines. There will be a registration fee of P2,500.00 per accepted participant which includes full access to the online course modules and learning materials.

Attendance of the nominated and accepted participants by the DAP shall be **voluntary** in accordance with the DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-On-Task policy. The registration fee may be charged to MOOE or other local funds subject to the approval of the respective authorities, upon the availability, and adherence to the usual accounting rules and regulations.

For queries and other details, please contact:

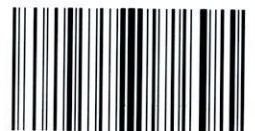
DAP SECRETARIAT

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HRDD/aac/ADV_AIDAP
 June 16, 2026



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BACKGROUND

The Development Academy of the Philippines (DAP), as the Center of Excellence on Public Sector Productivity (COE-PSP), recognizes the transformative role of Artificial Intelligence (AI) in driving innovation and efficiency across government operations. As public institutions continue to advance digital transformation initiatives, AI technologies offer new opportunities to enhance service delivery, optimize workflows, improve decision-making, and strengthen overall organizational productivity.

To cultivate a culture of innovation and responsible AI adoption aligned with the Department of Economy, Planning, and Development's (DEPDev) broader initiative to capacitate public sector organizations about the practical application of Artificial Intelligence in everyday work, this training aims to strengthen the competencies of public sector managers, supervisors, and technical staff in effectively using AI tools within the office environment to enhance productivity, efficiency, and service quality.

COURSE OBJECTIVES

The Course on AI for Everyday Productivity is designed to equip public sector officers, technical staff, and administrative staff with the knowledge and skills to effectively utilize AI tools for office and administrative functions. Participants will learn practical applications of AI using select tools for drafting, communication, presentations, and data analysis, apply responsible AI practices, and design basic AI chatbot.

By the end of the workshop, participants will be able to:

- Understand** the fundamental concepts of Artificial Intelligence and its role in office productivity.
- Demonstrate** responsible and ethical use of AI technologies in the workplace.
- Apply** prompt engineering techniques using selected AI tools to enhance writing, communication, data analysis, and presentation tasks.
- Design, build, and deploy** a basic AI Chatbot
- Develop** an AI work integration Plan

TARGET PARTICIPANTS

The workshop is open to Officers, Technical Staff, and Administrative Staff from public sector organizations involved in Planning, Project Management, Capability Development, Research, Knowledge Management, Technical Assistance, HR, Finance, ICT, and Administrative Support. The course is particularly suited for individuals who are new to AI or have limited experience using AI tools, and are interested in learning practical ways to apply AI to enhance office productivity. A limited number of participants per organization may be accommodated.



APPROACHES AND METHODOLOGIES

The course on AI for Everyday Productivity is a four-day online workshop designed to build foundational knowledge of AI and develop practical skills in applying AI to enhance workplace effectiveness and efficiency. The course is delivered online via Zoom and will have access to learning materials through DAP's Learning Management Portal, **LINANG**.

ENROLLMENT AND ACCESS

The enrollment fee is **PHP 2,500** per accepted participant, which includes full access to online course modules and learning materials.

The enrollment in the online course will remain open until **24 June 2026**, after which the enrollment will be closed. Zoom and LINANG access will be granted only to participants whose enrollment has been officially confirmed.

The course on AI for Everyday Productivity will start on **29 June 2026** and will end on **2 July 2026** from **1:00PM to 5:00PM**.

COURSE REQUIREMENTS

An **E-Certificate** will be awarded to participants upon completion and compliance with the requirements of the course.

Outlined below are the requirements for participants to qualify for an **E-Certificate** equivalent to **16 Training Hours**:

1. Submit **MODULE EXERCISES**.
2. Achieve a rating of 80% on the **FINAL COURSE EXAMINATION**.
3. Accomplish the **COURSE EVALUATION**.

SESSIONS TO LOOK FORWARD TO

SESSION 1: UNDERSTANDING THE FUNDAMENTALS OF ARTIFICIAL INTELLIGENCE

This session introduces participants to the foundational concepts of Artificial Intelligence and its various types and applications. It explains how AI systems process data, recognize patterns, and make predictions to support decision-making. Participants will also explore generative AI tools commonly used in office settings, gaining an understanding of how these technologies enhance productivity and innovation in everyday work.



SESSION 2: APPLYING RESPONSIBLE AI PRACTICES

This session focuses on the ethical and responsible use of AI in the workplace. Participants will learn key principles of responsible AI, including fairness, transparency, and accountability, and understand data privacy requirements under existing regulations. The session also addresses bias in AI outputs and guides participants in identifying safe and appropriate use cases for AI in government work.

SESSION 3: IMPROVING OFFICE PRODUCTIVITY USING AI

This session equips participants with practical techniques for using AI to support writing and communication tasks. It introduces prompt engineering frameworks and demonstrates how AI can be used to draft emails, memos, reports, and meeting minutes. Participants will practice creating clear, efficient, and reusable written outputs using AI tools.

SESSION 4: INTRODUCTION TO AI CHATBOT

This session introduces the basic concepts, components, and functions of AI chatbots. Participants will explore potential chatbot use cases in government offices and SUCs and learn how to design simple conversational flows. The session also covers building knowledge bases and testing chatbot interactions.

HOW TO JOIN?

1. Sign up by completing and submitting the **Nomination Form**.
2. Send the accomplished Nomination Form in PDF format and the proof of payment to **capdev.coepsp@dap.edu.ph**. A confirmation email and Training Advisory email for confirmed and accepted participants will be sent once the accomplished nomination form and payment is received.

Scan the QR code or visit
bit.ly/dap_aieverydayprod
to access the Nomination Form

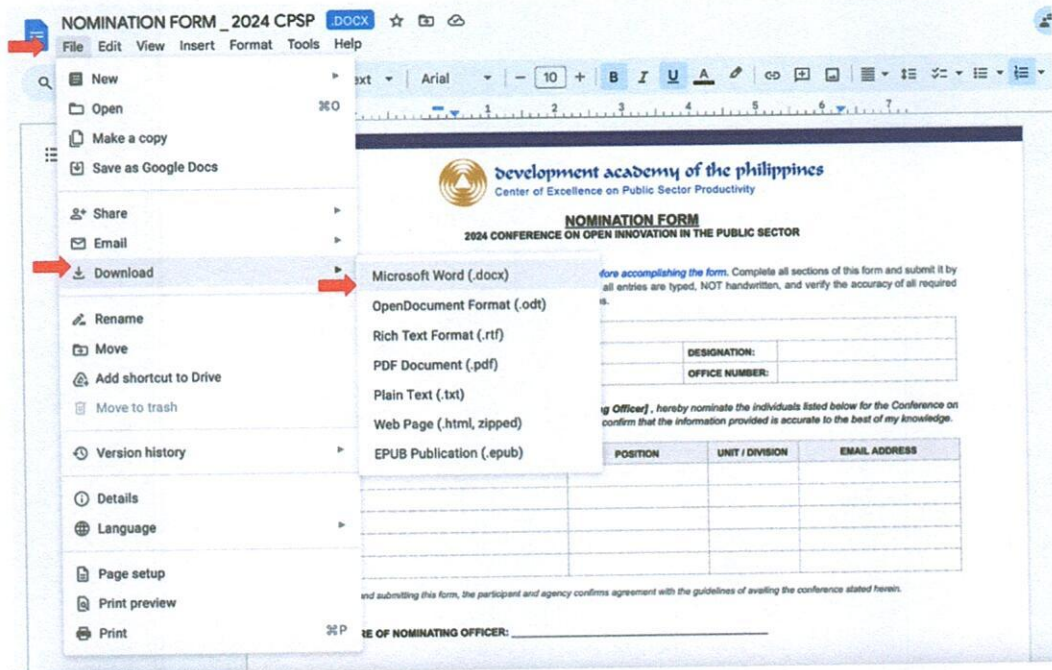




GENERAL INFORMATION AND GUIDELINES FOR NOMINATION

Submission of Nominations

1. Download the nomination form in .docx format by selecting “File > Download > Microsoft Word (.docx).”



2. Complete the form with details of a maximum of **three (3) nominees** who must be Officers, Technical Staff, and Administrative Staff from public sector organizations involved in Planning, Project Management, Capability Development, Research, Knowledge Management, Technical Assistance, HR, Finance, ICT, and Administrative Support. The course is particularly suited for individuals who are new to AI or have limited experience using AI tools, and are interested in learning practical ways to apply AI to enhance office productivity. A limited number of participants per organization may be accommodated.
3. The Nominating Officer should be the Head of Agency, Undersecretary, Assistant Secretary or its equivalent from the agency/organization. He/she should sign the nomination form once completed.
4. Save the completed form as a PDF and submit it together with the proof of payment, to capdev.coemsp@dap.edu.ph by **24 June 2026, 5:00 PM** with the subject: AIEveryday - [Agency Abbreviation]-Nomination Form (e.g., AIEveryday - DAP - Nomination Form). Copy the nominees in the email.



Confirmation and Registration

- **Acceptance is not guaranteed.** Accepted nominees will receive an **Email Advisory** with payment instruction, workshop details and a **Registration Form** for necessary information.
- An **Acknowledgment Email** will confirm receipt of the nomination. If accepted, a **Confirmation Email** will be sent with further instructions to formalize acceptance to the training program.
- Agencies whose nominations are not accepted will be notified.
- **Registration is mandatory** to secure a training slot.
- Read all workshop materials carefully to ensure proper preparation.

Payment Details

Please be advised that **ACCEPTED** participants are required to provide a counterpart fee of **Php 2,500** per person for the course. The fee is inclusive of participation in the online synchronous sessions conducted via the **Zoom** platform, as well as access to recorded videos and all course materials via **DAP Learning Management System - LINANG**.

Certificates

eCertificates of Participation or **eCertificate of Completion** will be issued to participants who have complied with the requirements of the course.

- To receive an **eCertificate** equivalent to **16 training hours**, the participants must:
 1. Submit **MODULE EXERCISES**.
 2. Achieve a rating of **80%** on the **FINAL COURSE EXAMINATION**.
 3. Accomplish the **COURSE EVALUATION**.



NOMINATION FORM

ONLINE COURSE ON AI FOR EVERYDAY PRODUCTIVITY

29 June to 2 July 2026, 1:00 - 5:00 PM | Zoom Platform

Instructions: *PLEASE READ the guidelines on pages 1 and 2 before completing the form.* Complete all required fields of this form and submit along with the letter of commitment by **24 June 2026**, to capdev.coepsp@dap.edu.ph. Ensure that all entries are typed (NOT handwritten) and verify spelling, especially for names and email addresses.

NAME OF AGENCY/ORGANIZATION:	
NAME OF NOMINATING OFFICER:	
DESIGNATION:	
OFFICE NUMBER:	
EMAIL ADDRESS:	

COMPLETE NAME OF NOMINEE	POSITION	UNIT / DIVISION	EMAIL ADDRESS
1			
2			
3			

By signing and submitting this form, the participant and agency confirm agreement with the training guidelines.

SIGNATURE OF NOMINATING OFFICER:
