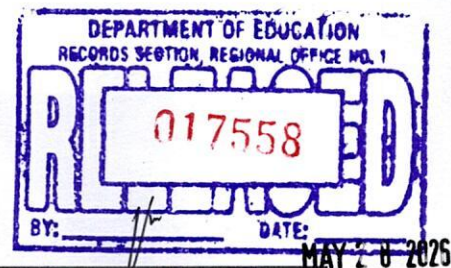




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 656, s. 2026

**INVITATION TO THE MICROSOFT 365 COPILOT CHAT WEBINAR:
ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH AI (BATCH 2)**

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.
3. On May 8, 2026, the Batch 1 webinar successfully recorded 900 attendees, exceeding the target of 250 participants. In view of this, a second batch of the webinar will be conducted with the following details:
 - **Topic: Microsoft 365 Copilot Chat Webinar (Batch 2)**
 - **Date: Friday, May 29, 2026**
 - **Time: 10:00 AM - 12:00 NN**
 - **Modality: Virtual (Teams Webinar)**
4. **Registration Details:**
Interested non-teaching personnel from the Central Office, Regional Offices, Schools Division Office and Schools who were unable to attend the first session may register through the link:
 - <https://tinyurl.com/2026CopilotChatWebinarBatch2>
5. Additional information and details are provided in the attached Advisory for your reference.



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6. For information and guidance.

For the Regional Director


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer

Reference: OASICT-MEM-042726-U4-1 Memorandum
Encl.: Advisory
To be indicated in the Perpetual Index
under the following subjects:

ICT WEBINAR

ORD/ICTU/SCL/RM_M365ChatWebinarBatch2
May 26, 2026



Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY



ADVISORY
19 May 2026

**UPDATE ON THE MICROSOFT 365 COPILOT CHAT WEBINAR
AND ANNOUNCEMENT OF BATCH 2**

1. This refers to the memorandum **OASICT-MEM-041526-U4-4** titled "Invitation to the Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI."
2. The 8 May 2026 webinar recorded over 900 attendees which exceeded our 250 target. In response to this immense demand and to ensure that more non-teaching personnel can leverage these productivity tools, this Office will conduct a re-run of the training through a Batch 2 webinar with the following details:

Topic: Microsoft 365 Copilot Chat Webinar (Batch 2)
Date and Time: Friday, 29 May 2026, 10:00 AM – 12:00 NN
Modality: Virtual (Teams Webinar)

3. **Registration Details.** Interested non-teaching personnel from the Central Office, Regional Offices, Schools Division Offices, and Schools who were unable to attend the first session may register through tinyurl.com/2026CopilotChatWebinarBatch2.
4. **Important Disclaimers and Conditions**
 - 4.1. To maintain optimal technical performance and interaction during the webinar, only the first 1,000 registrants will be accommodated.
 - 4.2. The registration link will accept responses only until **28 May 2026, 12:00 PM**, or until all slots are filled, whichever comes first.
 - 4.3. Participants must use their official **@deped.gov.ph** accounts to register and join the session.
 - 4.4. Official access links will be emailed to confirmed registrants only. Sharing these links is **strictly prohibited** to manage technical capacity and ensure secure attendance tracking. Only registered personnel may enter the session.
5. All other technical guidelines and provisions outlined in the original memorandum remain in effect. For inquiries, please contact Mr. Gerard Joseph Atienza via Microsoft Teams or email at gerard.atienza@deped.gov.ph.
6. For your information and guidance.


ATTY. MARCELINO G. VELOSO III
Assistant Secretary

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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.



Republic of the Philippines
Department of Education

DOCUMENT SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

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Subject: **ADVISORY: UPDATE ON THE MICROSOFT 365 COPILOT CHAT WEBINAR AND ANNOUNCEMENT OF BATCH 2**
Document Code: **CO-ICTS3-2026-05-2231**
Date and Time Added: **2026-MAY-25 08:33:27 AM**
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9:30 am





Republic of the Philippines
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This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **Pitts Cadapan Jr.**
Subject: **MEMO: INVITATION TO THE MICROSOFT 365 COPILOT CHAT
WEBINAR: ENHANCING ADMINISTRATIVE PRODUCTIVITY THROUGH
AI**
Document Code: **CO-ICTS3-2026-04-2183**
Date and Time Added: **2026-APR-28 06:11:40 PM**
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4. 27. 2026

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29 APR 2026

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