



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

May 11, 2026

**DIVISION MEMORANDUM**  
No. 265, s. 2026

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

To: Chief Education Supervisors  
Education Program Supervisors  
Principals In-charge of the District  
Public Schools District Supervisors  
Head Teacher In-Charge of the District  
School Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 449, s. 2026 dated May 5, 2026 regarding the Invitation to the Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**RAMON D. PARAS JR., CESE**  
Asst. Schools Division Superintendent  
In-charge of the Division *ayak*

Enclosure: As stated  
Reference: R.M. No. 449, s. 2026  
To be indicated in the Perpetual Index  
under the following subjects:  
DATA                      PROGRAMS                      PROJECT



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

MAY 05 2026

No. 449, s. 2026

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

To: Assistant Regional Director  
Schools Division Superintendent  
Regional and Division IT Officers  
All Others Concerned

1. Attached is MEMORANDUM OASICT-MEM-042726-U4-1 from Atty. Marcelino G. Veloso III, Assistant Secretary for Information and Communications Technology, dated April 27, 2026, regarding the Invitation to the Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

  
**CRISTITO A. ECO, CESO III**  
Regional Director

Encl.: None

Reference: MEMORANDUM OASICT-MEM-042726-U4-1

To be indicated in the Perpetual Index  
under the following subjects:

DATA  
PROGRAMS  
PROJECT

LCG/ICT-2026-RM- Invitation to the Microsoft 365 Copilot Chat Webinar: Enhancing Administrative Productivity Through AI  
013- April 30, 2026



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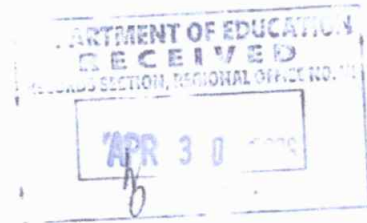
Republika ng Pilipinas  
**Department of Education**

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

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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Effectivity	03.23.2023	Page	1 of 2



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](https://tinyurl.com/2026CopilotChatWebinar)

5. **Account Requirement.** Personnel **MUST** use their official DepEd accounts ([deped.gov.ph](https://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](mailto:gerard.atienza@deped.gov.ph)

7. For immediate dissemination and appropriate action.