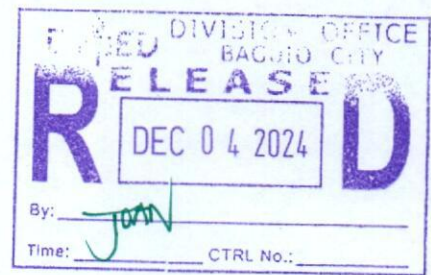




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



December 4, 2024

**DIVISION MEMORANDUM**

No. 704-2024

**CONDUCT OF ARTIFICIAL INTELLIGENCE (AI) IMMERSION DAY FOR TEACHERS**

To: Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Others Concerned

1. Relative to DM-OUHROD-2024-3407 and RM 865, s. 2024 on the Conduct of AI Immersion Day for Teachers on **December 9, 2024 at Microsoft Philippines Office, 11/f One Ayala West Tower, Ayala Avenue, Makati City**, this Office through the SGOD-HRDS informs the participation of teachers in the activity.

2. The immersion day aims to achieve the following objectives:  
a. provide teachers with a comprehensive understanding of AI and its various functionalities;  
b. inspire teachers with possibilities that AI offers for enhancing educational experiences and  
c. empower teachers with practical knowledge and skills to integrate AI into their teaching practice and performance of ancillary tasks.

3. Participants from the SDO are the following:

Name	School	Designation
1. Grace B. Manuel	Roxas National High School	Teacher III
2. May Ann Aglit	Pines City National High School	Teacher III
3. Dianne S. Catungal	Holy Ghost Ext. ES	Teacher III

4. The participants are provided with AM snacks, Lunch and PM snacks on the day of the activity. Travel and other incidental expenses of the participants shall be charged to HRD funds subject to the usual accounting and auditing rules and regulations.

5. For queries and clarifications, please contact the HRDS office at telephone number **446-14-88** or at cellphone number **09391237027**.

  
**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent