DepED DIVISION OFFICE
BAGUIO CITY
RELEASED
NOV 11 2026
By:
Time: CTRL No.:

ADVISORY No. 045, 2026
November 10, 2026

INVITATION TO THE Q4 2026 AI AND DIGITAL UPSKILLING TRAINING-WORKSHOPS FOR GOVERNMENT PERSONNEL

The Schools Division Office (SDO) of Baguio City informs interested teaching and non-teaching personnel of the invitation from Informatics Philippines to participate in its **Q4 2026 AI and Digital Upskilling Training-Workshops for Government Personnel**.

The training program offers one-day, instructor-led face-to-face or live online sessions, as well as self-paced online learning programs, designed to enhance participants' competencies in utilizing digital technologies and artificial intelligence in the workplace.

The following training topics are being offered:

1. **AI-Powered Workplace Productivity** – Utilizing AI tools in drafting memoranda and reports, summarizing documents, and streamlining routine office tasks;
2. **Strategic Digital Marketing and Communication** – Developing effective public communication strategies and creating engaging content for online platforms;
3. **Digital Literacy and Workplace Productivity** – Enhancing skills in productivity tools, online collaboration, file and information management, and responsible technology use; and
4. **Executive Leadership Development Programs** – Strengthening decision-making, coaching, and conflict-resolution skills for effective leadership and team management.

Interested personnel may choose one or more programs depending on their professional development needs and the relevance of the training to their respective functions. Participants in live online and face-to-face training-workshops shall receive Informatics training certificates. Face-to-face sessions shall also include meals and snacks. The Executive Leadership Development Programs, on the other hand, are offered through 100% online, self-paced learning.

For the course offerings, learning outcomes, training fees, proposed schedule, and registration procedures, interested personnel may refer to the attached invitation and its annexes or coordinate directly with:

Marisol Generalo
Admissions Officer, Informatics Philippines
Email: mgeneralo@informatics.com.ph
Contact Numbers: 0946-4177463 / 09242600865

Participation in the training shall be voluntary and subject to the approval of the immediate supervisor, availability of funds, and applicable DepEd policies and guidelines. Attendance in the training shall not automatically entitle participants to service credits or other compensatory benefits.

For information, guidance, and appropriate action.