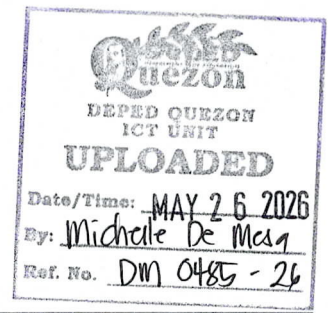




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



26 May 2026

**DIVISION MEMORANDUM**

No. 0485 s 2026

**ONLINE TRAINING WORKSHOP ON COPILOT C.H.A.T. (CONTINUES HELP AND ASSISTANCE FOR TEACHERS): A TRAINING WORKSHOP ON AI-DRIVEN SUPPORT SYSTEMS FOR FUTURE-READY TEACHERS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads, Elementary and Secondary  
Public School Teachers, Elementary and Secondary  
All Other Concerned

1. In reference to Regional Memorandum No. 339, s. 2026 titled Participation of DepEd CALABARZON field personnel in the Copilot C.H.A.T. (Continues Help and Assistance for Teachers), this Office informs and encourages teachers to participate in the conduct of online training workshop on Copilot CHAT scheduled on May 30, June 2, and June 4, 2026 via Microsoft Teams.
2. The activity shall be conducted by the National Educators Academy of the Philippines (NEAP), in collaboration with Microsoft and its partners, in support of the Department of Education's continuing efforts to strengthen teachers' productivity, innovation, and digital competence.
3. This activity shall be open to all teachers and school leaders. Interested participants are advised to access the following link:  
<https://projectteachneap.my.canva.site/copilotlandingpage>.
4. The landing page contains the Registration Form, DepEd Learning Management System access, Microsoft Team Meeting/Townhall link, and other updates and announcements in relation to the conduct of the training workshop.
5. For further details, please see the attached documents.
6. Immediate dissemination of this Memorandum is desired.

For:

  
**MARIA DOLORES D. ATIENZA**  
Administrative Officer V

By:

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

cid-ims/alp/rqn/05/26/2026



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



CLMD-RM-2026-339

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

May 19, 2026

**Regional Memorandum**

No. 339 s. 2026

**PARTICIPATION OF DEPED CALABARZON FIELD PERSONNEL IN THE COPILOT C.H.A.T. (CONTINUOUS HELP AND ASSISTANCE FOR TEACHERS): A TRAINING WORKSHOP ON AI-DRIVEN SUPPORT SYSTEMS FOR FUTURE-READY TEACHERS**

To **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**

1. Pursuant to DepEd Office of the Undersecretary for Learning Systems Memorandum DM-OULS-2026-156 dated April 22, 2026, this Office, through the Curriculum and Learning Management Division (CLMD), informs all DepEd CALABARZON field personnel of the conduct of the **Copilot C.H.A.T. (Continuous Help and Assistance for Teachers): A Training Workshop on AI-Driven Support Systems for Future-Ready Teachers** on **May 30, June 02, and June 04, 2026** via **Microsoft Teams**.
2. The activity shall be conducted by the National Educators Academy of the Philippines (NEAP), in collaboration with Microsoft and its partners, Transcend Philippines and YEAPS Corporation, in support of the Department's continuing efforts to strengthen teacher productivity, innovation, and digital competence.
3. The training workshop aims to capacitate participants to:
  - 3.1. describe the core functions and capabilities of Copilot Chat while observing ethical, responsible, and privacy-conscious practices in its use within educational settings;
  - 3.2. apply Copilot Chat in supporting teaching, assessment preparation, lesson planning, school administration, and other instructional and operational workflows; and
  - 3.3. maximize the use of Copilot Chat as an AI-driven support tool to strengthen professional practice, enhance teacher productivity, and promote innovation in the delivery of basic education services.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@depd.gov.ph](mailto:region4a@depd.gov.ph)  
Website: [depdcalabarzon.ph](http://depdcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

4. The activity shall be open to all teachers and school leaders. Interested participants are advised to access the Program Landing Page through the following link:

<https://projectteachneap.my.canva.site/copilotlandingpage>

The landing page contains the Registration Form, DepEd Learning Management System access, Microsoft Teams Meeting/Townhall link, and other updates and announcements relative to the conduct of the training.

5. The training shall be conducted via Microsoft Teams on the following dates and schedule:

<b>Date</b>	<b>Time</b>	<b>Session/Activity</b>
May 30, 2026	8:00 a.m. – 12:00 p.m.	Flight Mission 1: Foundations of Copilot
		Flight Mission 2: Admin and Compliance
		Flight Mission 3: Lesson Planning and Instructions
		Flight Mission 4: Assessments, Rubrics, Exams, and Quizzes
		Flight Mission 5: Professional Growth
June 2, 2026	8:00 a.m. – 11:00 a.m.	Guided Workshop on Admin and Compliance
	1:00 p.m. – 4:00 p.m.	Guided Workshop on Lesson Planning and Instructions
June 4, 2026	8:00 a.m. – 11:00 a.m.	Guided Workshop on Assessments, Rubrics, Exams, and Quizzes
	1:00 p.m. – 4:00 p.m.	Guided Workshop on Professional Growth

6. In this regard, Schools Division Offices are requested to:
- 6.1. ensure the immediate and widest dissemination of this issuance to all concerned schools, teachers, and school leaders;
  - 6.2. encourage interested teachers and school leaders to participate in the activity, subject to existing DepEd policies and applicable school-based arrangements;
  - 6.3. guide participants in accessing the registration form, DepEd LMS, Microsoft Teams link, and other materials through the official program landing page;
  - 6.4. remind participants to observe ethical, responsible, and privacy-conscious use of AI tools, particularly in relation to learner data, assessment preparation, instructional planning, and school administrative tasks; and
  - 6.5. monitor and document participation, as may be deemed necessary, for reference in future capacity-building initiatives on digital transformation, teacher productivity, and AI-supported professional practice.
7. Participation in the said activity shall not disrupt classes and regular office operations. School heads and immediate supervisors are enjoined to provide

appropriate guidance to interested participants to ensure continuity of learning delivery and essential services.

8. For further information and clarification, concerned personnel may contact the National Educators Academy of the Philippines – Professional Development Division through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline number (02) 8715-9919.
9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CARLITO D. ROCAFORT**  
Director IV

02/ROC09



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-OULS-2026-156**

**TO :** Minister, Ministry of Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
School Heads  
All Others Concerned

**FROM :** *Carmela Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-In-Charge  
Office of the Undersecretary for Learning Systems

**SUBJECT :** **CONDUCT OF COPILOT C.H.A.T. (CONTINUOUS HELP AND ASSISTANCE FOR TEACHERS): A TRAINING WORKSHOP ON AI-DRIVEN SUPPORT SYSTEMS FOR FUTURE-READY TEACHERS**

**DATE :** **22 April 2026**

In support of the Department of Education's continuing efforts to strengthen teacher productivity, innovation, and digital competence, the National Educators Academy of the Philippines (NEAP), in collaboration with Microsoft and its partners—Trainocate Philippines and YEAPS Corporation—will implement the **Copilot C.H.A.T. (Continuous Help and Assistance for Teachers): A Training Workshop on AI-Driven Support Systems for Future-Ready Teachers** on **May 30, June 3, and June 4, 2026** via **Microsoft Teams**.

In connection to this, the program will capacitate participants to:

1. Describe the core functions and capabilities of Copilot Chat while demonstrating ethical, responsible, and privacy-conscious practices in its application within educational settings,
2. Apply Copilot Chat to support teaching, assessment creation, and school administration by integrating the tool into standard instructional and operational workflows, and
3. Leverage the value of Copilot Chat to strengthen professional practice and enhance overall teacher productivity.

Designed to train 100,000 participants, the training **is open to all teachers and school leaders**. All interested participants must access the **Program Landing Page**



through <https://projectteachneap.my.canva.site/copilotlandingpage> which covers the following:

- Registration Form
- DepEd Learning Management System
- Microsoft Teams Meeting/Townhall Link. and
- Other Updates and Announcements

For further guidance, please see enclosed annexes for the Training Matrix and List of Facilitators.

Should you require more information, please contact National Educators Academy of the Philippines – Professional Development Division (NEAP-PDD) via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or through the landline no. (02) 8715-9919.

Thank you.

*CEP*







Republika ng Pilipinas  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

**LIST OF PROGRAM FACILITATORS**

**Copilot C.H.A.T: A Training Workshop on AI-Driven Support Systems for  
Future-Ready Teachers**

May 30, June 02, June 04, 2026

Class	Facilitator
1	Anjannette Marie B. Magno Virna Liza B. De Ocampo
2	Ruby Ann Gali Leo M. Atienza
3	Zander Christopher Mercado Ryhan R. Katigbak
4	Jovic L. Gernal Gina Rosita Dimailig
5	Mark Roland N. Abello Alexander Simagala
6	Jeremie Cobarrubias- Gallardo Joy S. Magalona
7	Marife T. Morcilla Millie Jane T. Fudolig
8	Marvin Villafuerte Rizza Pereyra
9	Billy Rei Pagba Hanifa Hadji Abas