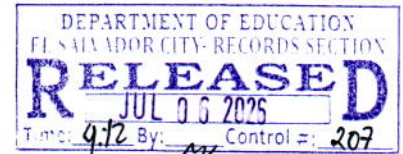




Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



July 3, 2026

DIVISION MEMORANDUM  
NO. 207, s. 2026

PARTICIPATION IN THE TRAINING OF TRAINERS (ToT) FOR AI LITERACY  
FOR GRADES 5 TO 8

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
All Education Program Supervisors  
All Public Elementary & Secondary School Heads  
All Public Elementary & Secondary Teachers  
All Others Concerned

1. This Office informs the field of the invitation from the Unilab Foundation, University of the Philippines National Institute for Science and Mathematics Education Development (UP-NISMED), and the Center for Integrated STEM Education (CISTEM), Inc. regarding the conduct of the Training of Trainers (ToT) for AI Literacy for Grades 5 to 8. The training will be held from **July 8-11, 2026**, at UP NISMED, Diliman, Quezon City.
2. The main objective of the program, which builds upon the collaboration with the Massachusetts Institute of Technology (MIT) Day of AI, is to prepare potential trainers who will lead the teacher rollout for the implementation of the AI Literacy Curriculum intended for learners in Grades 5 to 8.
3. In view of this, **Mr. Merogim P. Mugot**, Principal I of Sinaloc National High School, is hereby directed to participate in the training to serve as a Content Expert in Chemistry Education.
4. The registration fee, round-trip airfare, accommodation, and meals during the training shall be fully covered and provided by the Unilab Foundation.
5. Expenses for per diem and local transportation of the participant shall be charged against the local funds of the school concerned or other available sources, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall serve as the Official **Authority to Travel** for the participant.
7. Further, the participant is entitled to Vacation Service Credits (VSCs) in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of VSCs for Teachers" or Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," whichever is applicable.

8. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Attachment.: As stated  
To be included in the Perpetual Index  
under the following subjects

TRAINING PROGRAMS

SGOD/HRD/cvg

02 July 2026

**RANDOLPH B. TORTOLA, PhD**  
Schools Division Superintendent  
Division of El Salvador City

**Re: Training of Trainers – AI Literacy for Grades 5 to 8 from Massachusetts Institute of Technology (MIT) Day of AI, July 8-11, 2026**

Dear Dr. Tortola,

*Warm Greetings!*

Following the success of the AI Literacy Curriculum for Grades 9 to 12, the Unilab Foundation, University of the Philippines National Institute for Science and Mathematics Education Development (UP-NISMED), the Center for Integrated STEM Education (CISTEM), and the Massachusetts Institute of Technology (MIT) Day of AI have continued their collaboration to develop the AI Literacy Curriculum intended for learners in Grades 5 to 8.

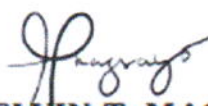
Further, we would like to invite Dr. Merogim P. Mugot, Principal I of Sinaloc National High School, to serve as a Content Expert in Chemistry Education and participate in the Training of Trainers (ToT) for AI Literacy for Grades 5 to 8. The registration fee, round-trip airfare, accommodation, and meals during the conduct of the activity shall be provided by the Unilab Foundation. Expenses for per diem and local transportation shall be charged against the local funds of the school concerned, subject to the availability of funds and the usual accounting and auditing rules and regulations.

An expert from the MIT Day of AI will lead the Training of Trainers (ToT) from July 8 to 11, 2026, at UP NISMED, Diliman, Quezon City. The main goal of the ToT is to prepare potential trainers who will train teacher implementers for the rollout of the Grades 5 to 8 AI Literacy Curriculum. A few of the topics that will be covered in the training are as follows:

- The roles of datasets, algorithms, and predictions in enabling machines to perform intelligent tasks
- How machines use patterns in datasets to make predictions or decisions
- AI-enabled devices vs. applications or technologies that do not use AI
- Ways of preventing algorithmic bias
- How AI systems or technologies can be designed for both accuracy and fairness
- Common applications of neural networks in image recognition, speech recognition, recommendation systems, and other AI technologies
- Appropriate actions in response to ethical issues involving artificial intelligence

Your support would be greatly appreciated and would significantly contribute to the success of the training. Thank you very much!

Very truly yours,

  
**MELVIN T. MAGSAYO**  
Executive Director  
CISTEM, Inc.