



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**  
**DIVISION OF ESCALANTE CITY**



July 28, 2026

**ADVISORY**

**3-DAY NATIONAL SEMINAR-WORKSHOP ON FUTURE-READY DIGITAL SKILLS:  
COMPUTER LITERACY, ARTIFICIAL INTELLIGENCE, AND TECHNOLOGY-ENHANCED  
LEARNING**

Attached is a letter from the Philippine Organization for TLE and TVL Educators, Inc. (POTTE) regarding the **3-Day National Seminar-Workshop on Future-Ready Digital Skills: Computer Literacy, Artificial Intelligence, and Technology-Enhanced Learning** scheduled on **September 4, 5 and 6, 2026** via **Zoom Meeting**.

The seminar-workshop is designed to equip professional teachers with future-ready digital competencies by integrating computer literacy, artificial intelligence (AI), and technology-enhanced learning into a comprehensive professional development program.

The program is in partnership with the Philippine Continuing Professional Development Training Center, Inc. (PCPD) and offers **15 CPD Units** credit for professional teacher participants.

It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

  
**PETER J. GALIMBA**

Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



Barangay Hacienda Fe, Escalante City, Negros Occidental  
Telephone Nos. (034) 445-9704/445-2686  
Email Add: [escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)

DepEd Tayo Escalante City  [deped.escalantecity.weebly.com](http://deped.escalantecity.weebly.com)



Follow-Up on the Request for the Issuance of a DepEd Division Advisory

POTTE INCORPORATED <potteincorporated@gmail.com>  
To: escalante.city001@deped.gov.ph

Sat, Jul 25, 2026 at 4:49 PM

Dear Mam/Sir,

Peace and good health unto you!

Respectfully submitting herewith our follow-up letter regarding our request for the issuance of a DepEd Advisory for our upcoming activity.

Attached are the follow-up letter and supporting documents for your kind review and consideration.

Thank you very much for your time and assistance. We truly appreciate your support and consideration.

Respectfully,  
Sha G.  
Office Admin  
POTTE, Inc.



POTTE Inc.

Philippine Organization for TLE and TVL Educators, Inc.  
"Developing Proactive and Skilled 21st Century Filipino Professionals"  
Contact details:  
potteincorporated@gmail.com  
Official Fb Page: <https://www.facebook.com/potteincorporated>  
0992-052-8588  
0917-805-3370

3 attachments



Seminar fliers.jpg  
662K

PROGRAM MATRIX FOR SEPTEMBER 2026.pdf  
215K

Follow-Up on the Request for Issuance of Division Advisory – 3-Day National Seminar-Workshop on Future-Ready Digital Skills.pdf  
160K



PHILIPPINE  
CONTINUING  
PROFESSIONAL  
DEVELOPMENT

## 3-DAY NATIONAL SEMINAR-WORKSHOP ON FUTURE-READY DIGITAL SKILLS: COMPUTER LITERACY, ARTIFICIAL INTELLIGENCE, AND TECHNOLOGY-ENHANCED LEARNING

WITH 15 CPD UNITS FOR PROFESSIONAL TEACHERS

VIA ZOOM MEETING

### SEPTEMBER 4 National Training on Computer Made Easy: A Beginner's Guide to Digital Skills

- PRC ACCREDITED NUMBER: PTR-2019-311-13583
- PRC ACCREDITED UNITS: 5 CPD UNITS

### SEPTEMBER 5 National Training on Modern Teaching Essentials: AI, Digital Tools, and Interactive Learning

- PRC ACCREDITED NUMBER: PTR-2019-311-13555
- PRC ACCREDITED UNITS: 6 CPD UNITS

### SEPTEMBER 6 National Training on AI and Computer Basics for Non-Tech Professionals

- PRC ACCREDITED NUMBER: PTR-2019-311-13672
- PRC ACCREDITED UNITS: 4 CPD UNITS

#### REGISTRATIONS FEES AND INCLUSIONS:

##### POTTE MEMBERS:

- Php 1,200 (Register and pay from June 17 to July 15, 2026 ) (Early Bird)
- Php 1,300 (Register and pay from July 16 to August 3, 2026)
- Php 1,400 (Register and pay from August 4 to August 15, 2026)
- Php 1,500 (Register and pay from August 16, 2026 onwards)

##### NON-POTTE AND NEW MEMBERS:

- Php 2,700 (Register and pay from June 17 to July 15, 2026 ) (Early Bird)
- Php 2,800 (Register and pay from July 16 to August 3, 2026)
- Php 2,900 (Register and pay from August 4, 2026 to August 15, 2026)
- Php 3,000 (Register and pay from August 16, 2026 onwards)

#### FOR EXISTING (OLD) MEMBERS

All existing members will receive:

- Certificate of Active Involvement/Engagement
- Certificate of Participation
- Certificate of Attendance
- Certificate of Appearance
- Certificate of Recognition
- Certificate of Completion
- Opportunity to join FREE seminars conducted by the Organization
- Hard Copies of Certificates (to be delivered)

#### FOR NON- POTTE AND NEW MEMBERS

All new members will receive:

- POTTE Membership (valid for 3 years) Membership
- Membership ID (PVC)
- Certificate with Certificate of Active Involvement/Engagement
- Certificate of Participation
- Certificate of Attendance
- Certificate of Appearance
- Certificate of Completion
- Certificate of Recognition
- POTTE Clasp Pin
- Opportunity to join FREE seminars conducted by the organization
- Hard Copies of Certificates (to be delivered)



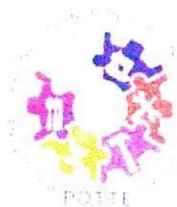
**PHILIPPINE  
ORGANIZATION  
FOR TLE AND TVL  
EDUCATORS INC.  
(POTTE) INC.**

Main Office Address:  
53 V. Bernardino road Brgy. Bagbag  
Navaliches, Quezon City  
Sec Registration: CS201916466  
NON-VAT TIN: 010-409-109

Contact Number:  
+63 917 606 3370  
potteincorporated@gmail.com  
facebook.com/potteincorporated

### DAY 1 - Computer Made Easy: A Beginner's Guide to Digital Skills

| Time        | Session / Activity                                                               | Learning Outcomes                                       | Person-in-Charge                                            |
|-------------|----------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------|
| 8:00-8:15   | Registration and Attendance                                                      | Complete registration requirements.                     | POTTE Staff                                                 |
| 8:15-8:30   | Opening Program and Orientation                                                  | Understand objectives and mechanics.                    | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 8:30-9:00   | Pre-Test                                                                         | Assess baseline knowledge.                              | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 9:00-10:30  | Session 1:<br>Introduction to Computers, Digital Devices, and Basic Operations   | Explain computer concepts and perform basic operations. | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 10:30-10:45 | Break                                                                            |                                                         |                                                             |
| 10:45-12:15 | Session 2: File Management, Internet Navigation, and Digital Communication       | Apply file management and online communication skills.  | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 12:15-1:15  | Lunch Break                                                                      |                                                         |                                                             |
| 1:15-2:45   | Session 3: Microsoft Word, Excel, and PowerPoint Fundamentals                    | Create documents, spreadsheets and presentations.       | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 1:15-2:45   | Break                                                                            |                                                         |                                                             |
| 3:00-4:15   | Session 4: Digital Citizenship, Online Safety, and Responsible Use of Technology | Demonstrate ethical and secure technology use.          | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 4:15-4:45   | Workshop / Capstone Activity                                                     | Produce a digital output.                               | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |
| 4:45-5:00   | Post-Test, Evaluation and Closing                                                | Evaluate learning gains.                                | Ms. Archilyn Semanero<br>Principal I<br>Tagulod High School |



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Main Office Address:  
53 V. Bernardino road Brgy. Bagbag  
Navaliches, Quezon City.  
Sec Registration: CS701916456  
NON-VAT TIN: 010-409-109

Contact Number:  
+63 917 500 3370  
potteincorporated@gmail.com  
facebook.com/potteincorporated

**DAY 2 – Modern Teaching Essentials: AI, Digital Tools, and Interactive Learning**

| Time        | Session / Activity                                | Learning Outcomes                         | Person-in-Charge                                                                         |
|-------------|---------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------|
| 8:00–8:15   | Attendance                                        | Complete attendance.                      | POTTE Staff                                                                              |
| 8:15–8:30   | Recap and Orientation                             | Recall previous learning.                 | POTTE Staff                                                                              |
| 8:30–9:30   | Emerging Educational Technologies                 | Explain trends in educational technology. | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |
| 9:30–10:30  | Foundations of AI in Education                    | Describe AI applications and ethics.      | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |
| 10:30–10:45 | Break                                             |                                           |                                                                                          |
| 10:45–12:15 | Digital Tools for Instruction                     | Use digital teaching tools.               | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |
| 12:15–1:15  | Lunch Break                                       |                                           |                                                                                          |
| 1:15–2:45   | Workshop: Creating Interactive Digital Activities | Develop interactive learning resources.   | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |
| 2:45–3:00   | Break                                             |                                           |                                                                                          |
| 3:00–4:15   | Interactive Learning Strategies                   | Apply learner-centered strategies.        | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |
| 4:15–4:45   | AI-Integrated Lesson Planning                     | Design an AI-assisted lesson plan.        | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |
| 4:45–5:00   | Reflection and Evaluation                         | Reflect on learning.                      | <b>Ms. Gloria Z. Pumarada, MAED</b><br>Teacher III<br>San Ildefonso National High School |



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**Main Office Address:**  
53 V. Bernardino road Brgy. Bagbag  
Navalches, Quezon City.  
**Sec Registration:** CS201916106  
**NON-VAT TIN:** 010-409-109

**Contact Number:**  
☎ +63 917 605 3370  
✉ [potteincorporated@gmail.com](mailto:potteincorporated@gmail.com)  
📘 [facebook.com/potteincorporated](https://www.facebook.com/potteincorporated)

advancing professional competencies, digital transformation, technology integration, and instructional excellence among Filipino educators.

### **Objectives:**

**At the end of the training program, the participants are expected to:**

1. Demonstrate proficiency in fundamental computer operations, digital productivity applications, and essential ICT skills necessary for professional practice.
2. Apply effective file management, internet navigation, digital communication, cloud collaboration, and online productivity techniques in educational and workplace settings.
3. Utilize Microsoft Office applications and other digital productivity tools to develop quality instructional and professional outputs.
4. Explain the concepts, principles, opportunities, and limitations of Artificial Intelligence and its relevance in education, training, and workplace productivity.
5. Utilize AI-powered applications responsibly to enhance lesson planning, instructional material development, classroom assessment, research, content creation, and administrative tasks.
6. Demonstrate ethical, responsible, and secure use of Artificial Intelligence, digital technologies, and online platforms while observing principles of digital citizenship, cybersecurity, academic integrity, and data privacy.
7. Integrate technology-enhanced teaching strategies, digital learning platforms, interactive educational applications, and online assessment tools to promote learner engagement and improve instructional effectiveness.
8. Design learner-centered, inclusive, and technology-enhanced instructional materials and classroom activities using appropriate digital tools and AI-assisted applications.
9. Develop an AI-integrated lesson plan that aligns standards, learning competencies, assessment strategies, and technology-enhanced instructional practices.
10. Produce and present a comprehensive capstone project that demonstrates the effective integration of computer literacy, Artificial Intelligence, and technology-enhanced learning strategies applicable to 21st-century teaching and professional practice.

**Duration:** 3 Days (24 Hours)

**Training Modality:** via Zoom

**Date of Conduct:** September 4,5&6, 2026



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**Sec Registration:** 05701916465  
**NON-VAT TIN:** 010-408-109

**Contact Number:**  
☎ +63 917 606 3370  
✉ [potteincorporated@gmail.com](mailto:potteincorporated@gmail.com)  
🌐 [facebook.com/potteincorporated](https://www.facebook.com/potteincorporated)

## PROGRAM MATRIX

### **3-Day National Seminar-Workshop on Future-Ready Digital Skills: Computer Literacy, Artificial Intelligence, and Technology-Enhanced Learning**

**Description:** This three-day national seminar-workshop is designed to equip professional teachers with future-ready digital competencies by integrating computer literacy, artificial intelligence (AI), and technology-enhanced learning into a comprehensive professional development program. As education rapidly evolves in response to digital transformation, educators are expected to possess not only foundational computer skills but also the ability to effectively utilize emerging technologies that promote innovative, engaging, and learner-centered instruction.

The program provides participants with a progressive learning experience that begins with essential computer operations and digital productivity skills, advances to the practical applications of Artificial Intelligence in education and workplace settings, and culminates in the integration of technology-enhanced teaching strategies and digital instructional design. Through interactive lectures, guided demonstrations, hands-on workshops, collaborative learning activities, and authentic performance tasks, participants will gain practical experience in utilizing productivity software, AI-powered educational tools, digital collaboration platforms, online assessment applications, and interactive learning technologies.

Participants will also examine ethical considerations surrounding artificial intelligence, responsible digital citizenship, cybersecurity awareness, data privacy, and the appropriate use of technology in educational environments. The seminar-workshop emphasizes the development of technology-enhanced instructional materials, AI-assisted lesson planning, and innovative classroom practices aligned with the Philippine Professional Standards for Teachers (PPST), 21st Century Skills Framework, Digital Competence Frameworks, and current educational trends.

Upon completion of the program, participants are expected to demonstrate improved digital proficiency, confidently integrate AI and educational technologies into teaching and learning processes, and design innovative, inclusive, and technology-supported learning experiences that promote student engagement, creativity, collaboration, critical thinking, and lifelong learning.

This program is implemented by the Philippine Organization for TLE and TVL Educators Inc. (POTTE), in partnership with the Philippine Continuing Professional Development Training Center, Inc. (PCPD), as part of its continuing commitment to