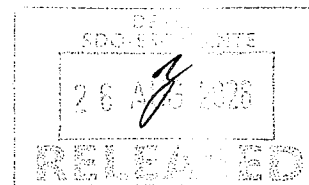




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
Schools Division of Escalante City



August 25, 2026

DIVISION MEMORANDUM

No. 354, s. 2026

**INVITATION TO THE SEMINAR-WORKSHOP ON AI PROMPT ENGINEERING
AND DATA PRIVACY AWARENESS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the letter received from **Computer Science Department of National University-Bacolod** in the conduct of Seminar-Workshop on AI Prompt Engineering and Data Privacy Awareness for DepEd Teachers which will strengthen and help promote ethical, secure and appropriate use of emerging technologies. This activity will provide practical learning experiences in prompt engineering, responsible AI use, and data privacy awareness.
2. In this regard, all secondary and elementary school heads shall identify and motivate Science and ICT Teachers to join and participate the event which will be held on September 5, 2026 at the Case Room, 6th floor National University-Bacolod City.
3. Attached is the letter from the National University-Bacolod Computer Science Department. Please refer to the contact number 09947743013 and the link <https://forms.cloud.microsoft/r/vdyJcgSPHw> for further information.
4. Expenses incurred during the event shall be chargeable to local funds and other sources subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired

PETER C. GALIMBA

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

Enclosure: Letter from PSHS-DOST
Allotment: *Division Order No. 1, s. 2019*
To be indicated in the Perpetual Index under the following subjects:
SCHOOL HEADS TEACHERS SEMINAR AI
August 25, 2026 | Cabus, Floyd G.



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos.: (034) 445-97-07 | 445-2686
Email Address: escalante.city001@doenr.gov.ph



NU BACOLOD

Computer Science Department

Education that works.

August 17, 2026

PETER J. GALIMBA (OIC-SDS)
Schools Division Superintendent
Division of Escalante City

Subject: REQUEST FOR ENDORSEMENT AND PARTICIPATION IN THE SEMINAR-WORKSHOP ON AI PROMPT ENGINEERING and DATA PRIVACY AWARENESS

Dear SDS Galimba:

The increasing use of artificial intelligence (AI) in education highlights the need to equip teachers with practical skills in effective prompting, responsible use of AI-generated content, and proper handling of personal and sensitive information. Strengthening these competencies can help promote the ethical, secure, and appropriate use of emerging technologies in teaching and professional practice.

In response to this need, the **Computer Science Department of National University Bacolod** will conduct a **Seminar-Workshop on AI Prompt Engineering and Data Privacy Awareness for DepEd Teachers** on **September 5, 2026 (Saturday)** at the **Case Room, 6th Floor, NU Bacolod** (beside SM North Block area).

The activity is designed to accommodate **60 DepEd teachers from different schools across the Province of Negros Occidental** and will provide practical learning experiences in prompt engineering, responsible AI use, and data privacy awareness.

In this regard, we respectfully seek the **endorsement and support of your good office** in encouraging and sending interested teachers from schools under the Schools Division of Escalante City to participate in the seminar-workshop. Your support will help extend this professional development opportunity to educators who can apply and share the knowledge gained within their respective schools.

Registration Link: <https://forms.cloud.microsoft/r/vdyJcgSPHw>

For inquiries or further information, please contact me at **09947743013** or through email at **mgddionson@nu-bacolod.edu.ph**. We would appreciate receiving your feedback or response **on or before August 28, 2026**, and look forward to the opportunity to collaborate with your office in strengthening teachers' competencies in the responsible and effective use of AI and emerging technologies.

Respectfully,

MARY GIFT D. DIONSON, LPT, MSCS
Program Chair, Computer Science
Compliance Officer for Privacy