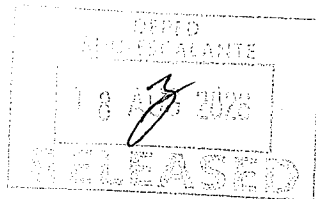




Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY



August 18, 2026

DIVISION MEMORANDUM

No. 346, s. 2026

DIVISION PARTICIPATION TO THE CONFERENCE  
ON AI USE IN BASIC EDUCATION

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Education Program Specialists  
Section Heads  
All Others Concerned

1. Pursuant to **Regional Memorandum No. 742, s. 2026**, titled “**Conference on AI Use in Basic Education**,” this Office announces the participation of the Schools Division of Escalante City in the conference scheduled on **August 20, 2026**, from **8:00 AM to 5:00 PM at Roy’s Hotel, Bacolod City**.

2. The conference forms part of the 1st Conference on AI Use in Basic Education and is intended for the Schools Division Offices in Negros Occidental.

3. Consistent with the provision of the Regional Memorandum that each Schools Division shall have two (2) participants, the Schools Division of Escalante City shall be represented by the following:

| No. | Name of Participant | Position/Designation                   |
|-----|---------------------|----------------------------------------|
| 1   | FLOYD G. CABUS      | Education Program Supervisor – Science |
| 2   | ANTONIO O. REBUTADA | Education Program Specialist – HRD     |

4. The designated participants are expected to attend and actively participate in the conference and to take note of relevant policies, guidelines, and discussions concerning the responsible and appropriate use of Artificial Intelligence in Basic Education.

5. This Division Memorandum shall likewise serve as the **Official Travel Order** of the designated participants for their official participation in the conference, subject to existing government travel, accounting, and auditing rules and regulations.

6. Meals, accommodation, travel, and incidental expenses of the Regional TWG and meals of the participants shall be charged against the AI Program Support Fund (PSF), while travel and incidental expenses of the participants shall be charged against MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination and compliance with this Memorandum are desired.

PETER J. GALIMBA

OIC Schools Division Superintendent

Reference: RM 742, s. 2026

Enclosure: None

To be indicated in the perpetual index under the following subjects:

Artificial Intelligence

Conference

Research

REBUTADA/SGOD/08-18-2026



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