Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

October 8, 2026

DIVISION MEMORANDUM
No. 600 s. 2026

SEMINAR-WORKSHOP ON LEADERSHIP IN DIGITAL TRANSFORMATION: EMPOWERING CID SUPERVISORS AND STAFF FOR 21ST CENTURY EDUCATION

To: Assistant Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. In support of the continuing efforts of the Schools Division of Pampanga to strengthen instructional leadership, enhance organizational efficiency, and advance the strategic direction toward digitalization, the Curriculum Implementation Division (CID) will conduct the Seminar-Workshop on Leadership in Digital Transformation: Empowering CID Supervisors and Staff for 21st Century Education on October 22-23, 2026, at Subic Riviera Hotel and Residences, Olongapo City.

2. The seminar-workshop aims to strengthen the capacity of CID supervisors and staff to lead and support digital transformation in the delivery of quality, responsive, and efficient educational services. Specifically, it seeks to:

   a. deepen participants' understanding of digital transformation and its implications for education;
   b. identify the key competencies and roles of educational leaders in managing digital change;
   c. explore and utilize practical digital tools and applications that enhance instructional supervision, collaboration, communication, data management, and decision-making; and
   d. develop a simple and responsive Digital Leadership Action Plan that will guide digital initiatives within the participants' respective areas or sub-sections.

3. The activity will feature learning sessions and hands-on workshops on digital applications, artificial intelligence (AI), data analytics, and the development and utilization of simple dashboards for assessment results, instructional supervision, and management. These sessions are intended to help participants translate available data into meaningful information for planning, monitoring, technical assistance, and evidence-based decision-making.

4. Participants in the activity are the CID supervisors, members of the 4 sub-sections and staff of the Schools Division of Pampanga. All participants are expected to actively participate in the learning sessions, hands-on activities, workshops, and action-planning sessions.

5. At the end of the seminar-workshop, participants are expected to produce a Digital Leadership Action Plan identifying practical digital initiatives that may be implemented in their respective functional areas or sub-sections. The proposed initiatives should contribute to improved work processes, instructional supervision, data utilization, communication, collaboration, and delivery of technical assistance.

6. Expenses relative to the conduct of the activity, including meals, accommodation, honorarium of the resource speaker, and other incidental expenses, shall be charged against available Division funds, subject to the usual accounting and auditing rules and regulations.

7. For inquiries and other concerns, please contact Dr. Celia R. Lacanlale, Chief Education Supervisor, through mobile number 09190040154.

8. Enclosed are the Matrix of the activity and template for the Digital Action Plan.

9. This will serve as the travel authority of all CID members.

10. Immediate dissemination of and strict compliance with this Memorandum are desired.

LEONARDO C. CANLAS EdD, CESO VI
Schools Division Superintendent

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Enclosure no. 1 to Division Memorandum No. _____, s. 2026

MATRIX OF ACTIVITY

Day 1		
Time	**Topic**	**In-Charge**
8:00 A.M.-8:30 A.M.	Arrival and Registration	TWG
8:30 A.M.-9:00 A.M.	Opening Program: Prayer, National Anthem, Welcome Remarks, Presentation of Training Objectives and House Rules	**June D. Cunanan** EPS-I English
9:00 A.M.- 10:30 A.M.	**Session 1: Digital Transformation and the Digital Leader** Understanding digital transformation and the competencies and roles leaders need to manage digital change. • Digitization, digitalization, and digital transformation; global and national trends, including responsible AI use (DO No. 003, s. 2026) • Implications for teaching, instructional supervision, and school and office management • Key competencies and roles of the educational leader in managing digital change (visionary, enabler, coach, data steward, ethical guardian)	**Jet Renz R. Ferrer** OIC-EPS, SEPS
10:30 A.M.-10:45 A.M.	Health Break	
10:30 A.M.-12:00 A.M.	**Session 2A: AI Tools for Educational Leaders (Demo and Guided Practice)** Practical use of AI to support instructional supervision, communication, and everyday leadership tasks. • AI assistants (ChatGPT, Gemini, Claude) and the PREP prompting framework • AI for supervisory feedback, technical assistance plans, memos, and reports	**Jet Renz R. Ferrer** OIC-EPS, SEPS

	• NotebookLM for summarizing policies, guidelines, and reports • Responsible and ethical AI use	
12:00-1:00	Lunch Break	
1:00 P.M. -2:45 P.M.	**Session 2B: Hands-On Workshop: ICT and AI Tools for Collaboration, Communication, Data Management, and Decision-Making** Participants work on actual tasks from their own areas or sub-sections. • Google Workspace (Docs, Forms, Sheets, Slides, Meet, Drive) for collaboration and data collection • Canva and ClassPoint for communication and engagement • AI-assisted data analysis and visualization (applicable to Phil-IRI, CRLA, RMA, periodic exams, and other monitoring data) • Building a simple monitoring tool or dashboard to support evidence-based decisions	
2:45 P.M. -3:00 P.M.	***Health Break***	
3:00 P.M.-4:00 P.M.	**Session 3: Workshop Proper: Crafting the Digital Leadership Action Plan** Participants draft a simple and responsive action plan for digital initiatives in their areas or sub-sections. • Focal issue, priority digital initiative, and objectives • Strategies, tools (including AI), resources, and timeline • Success indicators, monitoring, and risk mitigation	
4:00 P.M.-4:30 P.M.	**Sharing and Review of Draft Action Plans** Gallery walk or group sharing with peer feedback and facilitator inputs for refinement.	***Participants***
4:30 P.M.-4:45 PM.	**Open Forum (Q&A) and Wrap-Up** Clarifications, key takeaways, and next steps.	***TWG***

4:45 P.M.-5:00 P.M.	Commitment Wall, Program Evaluation, and Closing Program	***TWG***
5:00 P.M.-6:00 P.M.	Rest time	
6:00 P.M.-7:00 P.M.	Dinner	
7:00 P.M.-10:00 P.M.	Socialization Night	***PSDSs***
Day 2		
7:00 A.M.-8:00 A.M.	Breakfast	
8:00 A.M.-10:00 A.M.	Wellness Activities	***CID Lower House***
10:00 A.M.-11:00 A.M.	Finalization and submission of output	***4 sub-sections***
11:00 A.M-12:00 A.M	Travel time back to SDO	

Enclosure No. 2 to Division Memorandum No. s. 2026

Template for the Digital Leadership Action Plan

National Educators Academy of the Philippines (Enclosure No. 6 to DepEd Memorandum No. 044, s. 2023)

Priority Area	Goal Statement	Objectives (SMART)	Key Strategies / Activities	Resources Needed	Timeline			Persons Responsible	Success Indicators	Monitoring Mechanism	Partnerships / Support Needed	Sustainability Plan
					Phase 1 (0–6 months)	Phase 2 (6–12 months)	Phase 3 (1–2 years)					
(Based on readiness assessment results)	*(Overall improvement target for ICT & AI integration)* *What improvement does the school aim to achieve?*	*(Specific and measurable objectives)*	*(Programs, projects, and interventions)* *Derived directly from identified gaps*	*(Human, financial, technological, training needs)*	*(Capacity building, quick wins)*	*(Full implementation activities)*	*(Scaling and institutionalization)*	*(School Head, ICT Coordinator, Master Teachers, etc.)*	*(Teacher, learner, and system indicators)*	*(Tools, frequency, reporting process)* *Who will monitor? How often? What tools will be used?*	*(Internal and external stakeholders)*	*(Mechanisms to sustain and scale implementation)*

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