



Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

July 16, 2025

DIVISION MEMORANDUM

No. 187 s. 2025

**ARTIFICIAL INTELLIGENCE (AI) TRAINING ORIENTATION FOR LIBRARIANS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID/SGOD)  
Education Program Supervisors and Division Coordinators  
Public Schools District Supervisors and OIC-PSDS  
Elementary and Secondary School Heads  
Identified School Librarians

1. The Sorsogon Provincial Library and Information Center, in collaboration with the Department of Information and Communications Technology, will conduct a one-day Training/Orientation titled **“Artificial Intelligence (AI) for Digital Workforce”** on July 28, 2025, at 8:00 AM at the People’s Mansion, Capitol Compound, Sorsogon City.
2. This activity aims to:
  - introduce core concepts of Artificial Intelligence (AI) relevant to libraries and clarify common misconceptions.
  - demonstrate the use of AI-assisted applications in photo/video editing and other multimedia software for library programs and activities.
  - equip participants with skills to set up chatboxes or similar AI-related tools for library websites and social media platforms.
3. Attached to this memorandum is the list of participants from the identified schools in the Schools Division Office of Sorsogon. Participants are requested to actively engage in all sessions and maximize this opportunity to enhance their competencies in AI applications specifically tailored for library and information services.
4. For inquiries and clarifications, please contact Ms. Cynthia D. Escobar, SDO Librarian, at 0909 626 0922 or via email at [cynthia.escobar@deped.gov.ph](mailto:cynthia.escobar@deped.gov.ph).
5. The activity is free of charge. Meals will be provided by the Sorsogon Provincial Library and Information Center. Travel and other miscellaneous expenses incurred in connection with this activity shall be charged against the respective school’s MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.

  
**JOSE L. DONCILLO CESO V**  
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



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Enclosure to Division Memorandum No. \_\_\_\_\_ s 2025

**LIST OF PARTICIPANTS**

<b>NAME</b>	<b>SCHOOL</b>
1. Cynthia D. Escobar	SDO
2. Leslie Lareza	Gallanosa National High School
3. Lyn B. Yanzon	Donsol Vocational High School
4. Meshella F. Agos	Talaonga National High School
5. Rowena V. Golpo	Magallanes National VHS
6. Yolly Q. Quicay	Donsol Comprehensive High School
7. Lavenia F. Agripa	Casiguran Technical Vocational School
8. Cheryl L. Moratillo	Gubat National High School
9. Nelevita A. Gurimbao	Matnog National High School
10. Jhonel Literal	Pilar I Central School
11. Noreza Luneta	Pto. Diaz Central School
12. Edmark Layon Labalan	Eduardo Lee Chan MS
13. Lovely D. Ariola	Rizal Elem School
14. Elvie Divinagracia	Sta. Ana Elem. School
15. Rodelyn P. Domanais	Gogon ES, Pto. Diaz
16. Luzviminda F. Ballesteros	Bulusan Central School
17. Linaly C. Grajo	Bacolod Elem. School
18. Maricel G. Comia	Laboy Elem. School
19. Michelle F. Labalan	Magallanes North Central School
20. Irene C. Esplana	Loreto ES, Castilla West



# Provincial Government of Sorsogon



**SORSOGON PROVINCIAL LIBRARY AND INFORMATION CENTER**

Capitol Compound, Burabod, Sorsogon City

July 8, 2025

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent  
Sorsogon Province  
Balogo Complex, Sorsogon City

**Thru: Gina Q. Tarog – PHD**  
CID Chief  
**Gilbert Z. Apostol**  
EPS 1- LRDS  
**Cynthia D. Escobar**  
Librarian II

*Handwritten notes:*  
Dul appropriate  
action -  
7/9/25

Dear Sir Doncillo,

Greetings!

The **Sorsogon Provincial Library and Information Center**, in collaboration with the **Department of Information Communication and Technology** will conduct a one-day Training/Orientation titled, **"Artificial Intelligence (AI) for Digital Workforce"** on **July 28, 2025, 8:00 AM** at the **People's Mansion**, Capitol Compound, Sorsogon City.

The said activity has the following learning objectives:

- a. Introduce core concepts of Artificial Intelligence (AI) relevant to libraries and clarify misconceptions on AI.
- b. Demonstrate the use of AI assisted applications in photo/video editing and other multimedia software for library programs and activities.
- c. Equip participants with knowledge on setting up chat box or related tools on library websites or social media pages.

The participants of this activity will include 8 Licensed School Librarians, 3 Library-in-Charge from DepEd Sorsogon Province, 2 librarians from DepEd Sorsogon City, 20 Provincial and Municipal Librarians also including Library-in-Charge, and 19 participants coming from Private Schools and Higher Education Institutions in the Province. To ensure the success of this event, we are not collecting any registration fees. The Provincial Library will be providing snacks and lunch for all participants.

We are confident that with your support this seminar workshop will be a success and will contribute to the promotion of literacy in our community

Thank you for your time and support.

Respectfully yours,

*Handwritten signature of Christine E. Sincua*  
**CHRISTINE E. SINCUA, RL, MLS**  
Librarian IV

Noted by:

*Handwritten signature of Atty. Rodolfo C. Dealca, Jr.*  
**ATTY. RODOLFO C. DEALCA, JR.**  
Secretary to the Sangguniang Panlalawigan