



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

August 12, 2026

DIVISION MEMORANDUM

No. **0400** s. 2026

81226421

**DIGITAL RESPONSIBILITY IN THE WORKPLACE: SAFE INTERNET PRACTICES
AND ETHICAL AI UTILIZATION**

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Ligao City, through the Human Resource Development Office, shall conduct Digital Responsibility in the Workplace: Safe Internet Practices and Ethical AI Utilization through online training with the link <http://digi-engage.sdoligaocity.ph> on August 17, 2026.

2. This learning and development aims to strengthen the digital competence and responsible use of technology among SDO-based non-teaching personnel. It will provide participants with practical knowledge and skills in cybersecurity, data privacy, responsible internet use, and ethical utilization of Artificial Intelligence (AI) tools in the workplace.

3. Participants are advised to prepare their own laptops and extension wires for the duration of the online training, particularly during hands-on activities and workshop sessions. They are also expected to actively participate in all sessions, workshops, and other learning activities.

4. Expenses related to the conduct of the activity shall be charged against the OPDNTF fund subject to the usual accounting and auditing rules and regulations.

5. For information and guidance

NYMPHA D. GUERO
Schools Division Superintendent

Enclosure: As stated,
References: None
To be indicated in the Perpetual Index
under the following subjects

SDO-BASED NON-TEACHING PERSONNEL

PROFESSIONAL DEVELOPMENT

DIGITAL COMPETENCIES

sgod/hrdd/trainings