



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Reference No.:RU-2026-006

Office of the Schools Division Superintendent

2 SEPT 2026

DIVISION MEMORANDUM

No. 392, s. 2026

**CONDUCT OF WORKSHOP ON UTILIZING MODERN TECHNOLOGY: CANVA AI
IN ENHANCING TEACHING SKILLS (PALIHAN SA PAGGAMIT NG MAKABAGONG
TEKNOLOHIYA: CANVA AI SA PAGLINANG NG KAKAYAHANG PANTURO)**

To:

Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Public Schools district Supervisors
School Heads Concerned
All others Concerned

1. The Schools Division Office through the Curriculum Implementation Division shall conduct the Workshop on Utilizing Modern Technology: Canva AI in Enhancing Teaching Skills (Palihan sa Paggamit ng Makabagong Teknolohiya: Canva AI sa Paglinang ng Kakayahang Panturo) at the Kagitingan Hall, SDO Compound, on September 7-9, 2026.
2. The activity is aimed at enabling teachers to design learner-centered, culturally responsive, and technology-supported instructional materials using Canva AI; which is expected to improve Literacy and Numeracy in general, and Filipino Learning area in particular, through learner engagement, comprehension, and performance, geared toward the overall quality of academic instruction in Tabuk City Division.
3. The identified teacher and SDO personnel participants listed in Enclosure 1 are expected to bring their laptops and extension wires. Resource Persons and TWG members shall be contacted by the Filipino EPS for a virtual meeting on September 3, 2026 at 4:00-5:00 PM to discuss final preparatory measures.
4. Meals, snacks, and training materials during the 3-day training workshop shall be charged against the HRTD fund, while travel expenses be charged to school funds subject to usual accounting and auditing rules and regulations.
5. Please contact CID Chief Education Program Supervisor Mr. Ramonchito A. Soriano through CP Number (+63) 955-670-5987 for any clarification arising from this memorandum.
6. Immediate dissemination of and compliance with this memorandum are hereby enjoined.

Digitally signed by
CHRISTOPHER C.
BENIGNO
Date: 2026.09.02
14:39:19 +08'00'

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division superintendent

Encls: list of participants; activity matrix
cid/dmid//2026L&D_memo_on_the_conduct_of_Canva_AI_CapB



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

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Enclosure 1 of DM 392 s. 2026

**LIST OF PARTICIPANTS TO THE CONDUCT OF WORKSHOP ON UTILIZING
MODERN TECHNOLOGY: CANVA AI IN ENHANCING TEACHING SKILLS
(PALIHAN SA PAGGAMIT NG MAKABAGONG TEKNOLOHIYA: CANVA AI SA
PAGLINANG NG KAKAYAHANG PANTURO)**

1	Name of Participant	Name of School
2	Name	School
3	Aprilyn Joy F. Fagsao	Maledda IS
4	Roland Michael O. Asperin	Bulanao CS
5	Joveta M. Balantis	Ipil IS
6	Angelica T. Domongit	Mansanita ES
7	Imelda P. Dinulong	Burobor ES
8	Judy Ann A. Balonggay	San Pablo IS
9	Deyvyn B. Balawag	San Pablo IS
10	Dana K. Licab	Lacnog IS
11	Meah Claire D. Mukay	Bulo East CS
12	Jovilyn E. Bumoso	Bulo East CS
13	Maribel G. Aw-Wic	Malalao ES
14	Lannie O. Baggas	Sotto ES
15	Neicy B. Atayan	Sotto ES
16	Ria A. Barcena	TCCS
17	Lea Marie C. Bulawit	Magsaysay
18	Rizalina M. Ordinario	Casigayan ES
19	Margielyn B. Castro	Appas IS
20	Marlyn L. Tuday	Pantar ES
21	Michael A. Naagas	Laya IS
22	Hanira P. Anwar	Dilag IS
23	Zaren Gay C. Bula-Ay	Bulanao East ES
24	Annie Grace P. Sisor	Bulanao East ES
25	Alma A. Sanches	Southern Tabuk IS
26	Atalyn A. Galdoc	Southern Tabuk IS
27	Cory B. Magsilao	Southern Tabuk IS
28	Kristine B. Dummanao	Southern Tabuk IS
29	Florence Q. Sabado	Dalnacan ES
30	Julita G. Abagguey	Calaccad ES
31	Connie T. Pacyaan	Mallong ES
32	Rowena Ann P. Comia-As	Mallong ES
33	Sweden L. Liwoc	Amlao ES
34	Remy B. Bagninit	Binongsay ES



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35	Diana A. Albino	Binongsay ES
36	Lenny Jane T. Macaiba	Binongsay ES
37	Miriam D. Peralta	Masablang ES
38	Andrea D. Otto	Toppan IS
39	Annie B. Sumarita	Western TCS
40	Mylene B. Balunos	Masablang ES
41	Arcelie G. Obar	Pao ES
42	Charlyn P. Gupa-Al	Magnao ES
43	Dianne Joyce A. Puegan	Balatoc PS
44	Remedios G. Denna	Guilayon IS
45	Jessie Glear M. Colangan	Balatoc PS
NO.	PMT	DESIGNATION
1	Christopher C. Benigno, PhD, EdD, CESO VI	OIC-SDS
2	Ginadine I. Balagso	ASDS
3	Ramonchito A. Soriano	CID Chief Education Supervisor
4	Doddie Marie L. Duclan- Faci	EPS in Filipino
5	Helen B. Orap-RP/member	EPS, Learning Resource Management Div.
6	Jonathan N. Garcia	Resource Person
7	Jonas E. Garvin	Resource Person
8	Gretchen E. Lugares	Resource Person
9	Shamgar Louie N. Candelario	Facilitator
10	Loriet L. Iyadan	Secretariat
	TOTAL	55



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Enclosure 2 of DM 392 s. 2026

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ACTIVITY MATRIX

TIME	DAY 1 (September 7, 2026)	Personnel in Charge
7:30-7:59 AM	Flag Raising Ceremony (SDO)	C/o HRTD
8:00-8:10 AM	Rollcall Message from the SDS	C/o HRTD
8:10-8:15	Overview of the Activity	Doddie Marie L. Duclan
8:15-9:45 AM	Session 1: AI in Basic Education: Understanding DO No. 03, s. 2026 and Its Implications for	Helen B. Orap
9:45-10:00AM	HEALTH BREAK	
10:00-12:00 NN	Session 2: Introduction to Canva AI: Features, Tools, and Classroom Applications	Gretchen E. Lugares
12:00-1:00 PM	LUNCH BREAK	
1:00-3:00 PM	Session 3: Designing AI-Enhanced Filipino Instructional Materials	Jonathan N. Garcia
3:00-3:15PM	HEALTH BREAK	
3:15-5:00 PM	Session 3 Workshop	Jonathan N. Garcia
	DAY 2 (September 8, 2026)	
7:45-8:00 AM	MOL	
8:00-10:00	Session 4: Differentiation, Inclusivity, and Learner-Centered Design Using Canva AI	Jonathan N. Garcia
10:00 -10:15 AM	HEALTH BREAK	
10:15-12:00 NN	Session 4 Workshop	Jonathan N. Garcia
	LUNCH BREAK	
12:00-3:00 PM	Session 5: Creating Assessments and Feedback Tools with Canva AI	Jonas E. Garvin



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12:01-1:00 NN	HEALTH BREAK	
3:00-5:00 PM	Session 5 Workshop	Jonas E. Garvin
	DAY 3 (September 9, 2026)	
7:45-8:00 AM	MOL	
8:00 -9:00 AM	Session 6: Showcase, Peer Collaboration, and Reflective Practice	Jonas E. Garvin
10:00 -10:15 AM	HEALTH BREAK	
10:15-12:00 NN	Session 6 (Continued)	Jonas E. Garvin
12:00-1:00 PM	LUNCH BREAK	
1:00-2:00 PM	Work Application Plan (WAP)	HRTD
3:00-3:15 PM	HEALTH BREAK	
3:15- 4:15 PM	WAP WORKSHOP	HRTD
4:15 PM- 5:00 PM	Closing Program	HRTD



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