



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

October 23, 2024

DIVISION MEMORANDUM
SGOD No. 142 s. 2024

PARTICIPATION TO THE ARTIFICIAL INTELLIGENCE (AI) BOOTCAMP FOR SKILLING AND EMPLOYABILITY

TO: OIC - Assistant School Division Superintendent
Chiefs, CID and SGOD
All Public Secondary School Heads
This Division

1. Pursuant to DM-OUOPS-2024-11-08061 dated March 11, 2024, the Department of Education (DepEd) Operations Strand, through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will conduct the **Artificial Intelligence (AI) Learners' Bootcamp for Skilling and Employability** on **October 28-31, 2024** at **St. Giles Hotel, Makati City**.

2. This initiative builds on the successful efforts of the BLSS-YFD in conducting the Microsoft Youth Ambassador (MYA) Program, furthering the Department's commitment to fostering digital literacy and employability among youth. This Bootcamp aims to bridge the digital divide by equipping learners with essential AI skills and knowledge, ensuring they are prepared for the evolving job market.

3. The participants were selected by the Operations Strand, BLSS-YFD based on the successful graduates of MYA Program and their active involvement in various digital-related initiatives of the Department.

4. The selected participants from SDO Tacurong City are the following:

No.	Name	Grade Level	School
1	Alshine Jane M. Genove	Grade 12	Tacurong National High School
2	Kimberly F. Camilon	Grade 12	SKSU Laboratory High School
3	Jeanne G. Acosta	Teacher Adviser /Chaperone	Tacurong National High School

5. The Bootcamp Guidelines, Parents Consent and Waiver Form, and Program of Activities are found in Annexes B-D, for the information, reference, and appropriate action of all selected participants.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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6. The board and lodging of all participants and Technical Working Group (TWG) members will be shouldered by the BLSS-YFD. Travel expenses of the participants shall be charged against respective local funds, Special Education Fund or any available funds in schools subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosure: As stated

Reference: DM-OUOPS-2024-11-0861

Allotment: SEF/Local Funds

To be included in the Perpetual Index under the following Subjects:

Microsoft Youth Ambassador

Learner Formation

JGB/SGOD/DM - PARTICIPATION TO ARTIFICIAL INTELLIGENCE (AI) LEARNERS' BOOTCAMP FOR SKILLING AND EMPLOYABILITY /October 23, 2024



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CARAGA	Surigao del Sur	Zane Mari S. Lasay	1
CARAGA	Agusan del Norte	Althea Paglomutan	1

Annex B.

BOOTCAMP GUIDELINES

I. PRE-BOOTCAMP PREPARATIONS

1. To ensure maximum participation, all SDOs are hereby requested to provide necessary support to all identified learners and chaperones who will participate in the Bootcamp.
2. All participating SDOs, through their respective YFCs, are requested to comply with and submit the following requirements:
 - a. signed Division Memorandum containing the list of confirmed face-to-face and virtual attendees; and
 - b. signed Parental Consent and Waiver Form (**Annex D**)
3. The YFCs, after the completion of all required documents, shall submit the signed Division Memorandum via email, along with the required documents, to the BLSS-YFD, **on or before Friday, October 11, 2024** (cc: Regional Office).
4. The ROs, SDOs, and designated chaperones shall duly inform the BLSS-YFD prior to the Bootcamp of any changes to the participant's participation, travel arrangements, or other logistical aspects. Adjustments will be made as deemed necessary.
5. All face-to-face attendees shall identify existing problems and challenges in their respective schools and communities which can be addressed with the use of technology or AI.
6. Replacement of participants and additional chaperones are not allowed. All participants listed in Annex A who will not be able to attend face-to-face are highly encouraged to participate in the virtual sessions.
7. If necessary, the BLSS-YFD shall release updated advisory/ies prior to the Bootcamp.

II. BOOTCAMP PROPER

Face-to-face Attendees

A. Arrival of Participants

1. All participants shall arrive at the venue on **Monday, October 28, 2024** from 10:00 a.m. to 12:00 n.n.

2. Upon arrival, all participants must present their identification card (school ID for learner participants, while employee ID for chaperones) to the Bootcamp TWG for attendance, verification, room assignments, and kit distribution.

B. No Registration Fee

No registration fee shall be collected and/or be charged to all participants for participating in the AI Learners' Bootcamp 2024. Furthermore, no fees shall be collected for other purposes associated with participating in the Bootcamp, such as, but not limited to, the provision of meals, processing of documents, transportation, accommodation in billeting schools, and admission to facilities and venues.

C. Accommodation

1. All participants will be accommodated at **St. Giles Hotel, Makati City** from **2:00 p.m. on Monday, October 28, 2024**, until **12:00 p.m. on Thursday, October 31, 2024**.
2. Any other expenses incurred while at the Bootcamp venues, such as phone calls, internet connectivity, personal meal orders, and the like, will not be covered by the organizers and must be charged to the participants' own account. Participants must also bring their own personal hygiene kits and personal medicines.

D. Meals

The **first meal** to be served is **lunch** on **Monday, October 28, 2024**, while the **last meal** will be **lunch** on **Thursday, October 31, 2024**.

E. Activities

1. The program of activities will be followed as planned. In case of changes, the organizers will duly inform the participants during plenary sessions to guide them throughout the program. Only announcements made by the Bootcamp TWG and organizers shall be recognized as official.
2. The Bootcamp TWG shall duly respond to the questions and concerns of the participants, especially those not covered by previously released communications.

F. Participation

1. All delegates shall actively participate and fruitfully engage in all the activities and sessions. Participants are highly encouraged to interact and collaborate with each other.
2. The Bootcamp TWG, resource persons, and activity facilitators shall guide the participants through the activities and sessions and shall respond to queries and concerns about the activities.

G. Event Rules

1. The BLSS-YFD, in consultation with the Bootcamp TWG, is the head authority on all matters pertaining to the AI Learners' Bootcamp 2024.
2. To ensure everyone's health, safety, and well-being, all participants must adhere to the minimum public health standards and protocols and to the learner rights and protection guidelines.
3. All participants, organizers, partners, and service providers involved in the Bootcamp shall adhere to the principles of social inclusion, recognizing diversity of backgrounds and identities. The BLSS-YFD and the Bootcamp TWG shall establish necessary arrangements, rules, and regulations to ensure safe spaces for all participants, especially the learners.
4. If there are additional rules and regulations, the Bootcamp TWG will immediately inform the participants for guidance. Only rules and regulations released by BLSS-YFD and the Bootcamp TWG shall be recognized as official.

H. Roles and Responsibilities

1. To ensure that everyone is held accountable for their own actions during the Bootcamp, everyone is expected to carry out the following minimum assigned duties and responsibilities. To cite:
 - a. **Learner participants** shall:
 - a.1. actively participate in Bootcamp activities;
 - a.2. contribute to the creation of session outputs, provide relevant inputs, and constructive feedback as directed by the session facilitators and resource persons;
 - a.3. maintain the cleanliness and orderliness of the session venues and other event venues;
 - a.4. practice decorum all throughout the event;
 - a.5. communicate issues and concerns to the assigned chaperones or the Bootcamp TWG in a polite and respectful manner;
 - a.6. follow the prescribed dress codes and Bootcamp ID during sessions;
 - a.7. not bring or possess prohibited articles, such as but not limited to deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes, and pornographic materials into the Bootcamp premises (event venue or accommodation), and
 - a.8. perform other tasks assigned/requested by the Bootcamp TWG.
 - b. **Chaperones** shall:
 - b.1. ensure that learner participants are safe and are able to enjoy themselves all throughout the event. Chaperones are the persons to whom the learners should look for guidance, protection, clarification, and support;

- b.2. assist and serve as mentor to the learner participants during the entire event;
- b.3. exercise parental authority and responsibility over the learners under their supervision, instruction, and custody; authority shall apply to all authorized activities whether inside or outside the premises of the Bootcamp venues;
- b.4. ensure that emergency contact details are readily available and can be contacted, whenever necessary;
- b.5. maintain a calm and composed behavior in cases of emergency and in stressful situations;
- b.6. appropriately address any misbehaviors from learners and other participants and be able to escalate concerns to the appropriate offices or persons, whenever necessary;
- b.7. practice decorum, pro-social behavior, and non-violent discipline upon the learner participants all throughout the event; in no case shall corporal punishment be inflicted upon the participants;
- b.8. be knowledgeable with the safeguarding policies and procedures, event rules, and other safety and security protocols required of them to perform;
- b.9. protect learner participants from bad company and prevent them from acquiring habits detrimental to their health, participation, and morals; and
- b.10. perform duties imposed on them by existing DepEd policies, as substitute parents or guardians.

I. Security and Valuables

- 1. All participants must take care of their own personal belongings and refrain from leaving their valuables unattended throughout the event. The Bootcamp TWG will not be held liable for any loss and damage of personal belongings while in the event.
- 2. Should there be any untoward incidents during the event, the participants shall inform the Bootcamp TWG as soon as possible for immediate action.

J. Attire

All participants must wear decent and non-revealing clothing (e.g., organization or club shirt, collared shirt, long sleeves and slacks, pencil cut, and below the knee skirts).

Day	Date	Attire
1	Monday, October 28, 2024	Casual attire
2	Tuesday, October 29, 2024	Organization or club shirt

3	Wednesday, October 30, 2024	Official Bootcamp Shirt
4	Thursday, October 31, 2024	Casual attire

K. Wearing of Identification card (ID)

Bootcamp IDs must always be worn for security reasons. No one shall be permitted to participate and enter the Bootcamp venues without ID.

L. Health and Safety Protocols

1. All learner participants and chaperones are presumed to be in good health. Those who are exhibiting any symptoms of illness shall inform the Bootcamp TWG about their medical conditions and needs and shall be discouraged from attending the event activity.
2. The Bootcamp TWG shall address the medical needs of the participants. Expenses in this regard shall be charged against the participants' own account or to their SDO's local funds. For safety and for any emergency, there will be medical staff stationed at the Bootcamp venues for the entire duration of the event.

M. Insurance

Pursuant to DepEd Order No. 66, s. 2017, titled, "Implementing Guidelines on the Conduct of Off-Campus Activities," all participants are required before their travel dates to secure their travel insurance at their own expense covering inclusive dates of travel from point of departure to Makati City, and back, either group or individual, before proceeding to the AI Learners' Bootcamp 2024.

N. Learners' Rights and Protection

1. The Department of Education (DepEd), the Bootcamp TWG, and through the Learner Rights and Protection Office (LRPO), ensures that all activities and venues are conducive and that the safety and well-being of the learner participants shall be the paramount consideration in all decisions and actions involving them. To provide special protection to learner-participants who are gravely threatened or endangered by circumstances, the DepEd Child Protection Policy (DepEd Order 40, s. 2012) shall be fully adopted before, during, and after the Bootcamp. Yet, the participatory rights of the learners in the implementation of this policy and in all proceedings affecting them, whether they be victims or aggressors, either directly, or through a representative, is recognized.
2. The AI Learners' Bootcamp 2024 shall be in accordance with the safeguarding guidelines to minimize risk, guarantee safe space, and ensure positive experience for all delegates, organizers, and others involved in the event. Further, through the safeguarding guidelines, appropriate preventive, protective, and remedial measures will be properly implemented.

3. Accordingly, the DepEd and Bootcamp TWG reiterates the zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. Hence, a Child Protection Desk shall be fully operationalized through the Child Protection Committee (CPC) in the Bootcamp venues.

O. Feedback and Evaluation

To have a worthwhile Bootcamp experience, participants shall complete the feedback and evaluation form in exchange for the certificates.

VIRTUAL ATTENDEES

1. The virtual attendees from the 228 Schools Division Offices (SDOs) who will participate in the AI Learners' Bootcamp 2024 are as follows:
 - a. five (5) Grades 8-10 learners
 - b. one (1) Youth Formation Coordinator
 - c. one (1) Division Information Technology Officer
2. The meeting link will be sent via email and posted on the official communication channels of the MYA program.
3. During the activity, all virtual attendees are expected to:
 - a. be in a noise-free and non-distracting environment;
 - b. enter the virtual platform fifteen (15) minutes before the actual program;
 - c. utilize the virtual background provided; and
 - d. wear decent and appropriate attire.
4. All participants shall fill out the evaluation form for each session.
5. Participants who will miss the virtual activities shall watch the recording of the sessions.
6. All other announcements relative to the conduct of this event will be posted on the official Facebook page of the MYA Program or released through an advisory, if necessary.

OFFICIAL COMMUNICATION CHANNEL

All face-to-face participants and virtual attendees, including chaperones, are required to join the official communication channel of the AI Learners' Bootcamp 2024.

Annex C.

PARENTAL CONSENT WAIVER and RELEASE

I, _____, as the parents or legal guardian of _____, hereby acknowledge that I have been informed of the details of the **AI LEARNERS' BOOTCAMP 2024** and hereby state/declare that:

1. I give Full Consent for our child/ward _____ to participate in the **AI LEARNERS' BOOTCAMP 2024** to be conducted by the Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD) of the Department of Education (DepEd) on **October 28-31, 2024** at **Makati City**;
2. I acknowledge that I have been informed of the details of the conduct of the AI Learners' Bootcamp 2024;
3. I understand that my child/ward's in-person attendance at the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school that may put my child of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team to avoid such transmission;
4. I acknowledge that our child's participation in this activity is completely voluntary and he/she may decline to participate at any time for any reason. While there remains the risk of possible transmission of any communicable diseases to my child/ward, and to the members of my household, I freely assume the said risk and I permit my child/ward to attend this activity;
5. To the best of my knowledge, my child/ward is in good physical condition and I confirm that he/she does not have any symptoms for communicable disease;
6. I will not allow our child/ward to participate in the Bootcamp if he/she or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child/ward to attend the Bootcamp, if he/she or any members of my household test positive for any communicable disease;
7. I give full permission in any recording or picture taken of my child/ward during the conduct of the Bootcamp and to use for purposes of documentation my child's/ward's images, contribution, or performance in any publication created by or for the BLSS-YFD and to release this material to DepEd official platforms in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
8. I conform/agree to the collection and/or processing of any personal information and data from myself and my child/ward, that are necessary to successfully host

the Bootcamp, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;

9. I agree and understand the commitment of my child/ward as a participant and will support his/her endeavor to meet the expectations, guidelines, and responsibilities with his/her fellow participants and to DepEd;
10. To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages and rights against DepEd relative to the conduct of the activity;
11. With full understanding, I hereby freely and voluntarily give my consent to my child/ward's participation in the activity. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity; and
12. By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually sign it voluntarily as my own free act and deed.

Signed this _____ day of _____ 2024 at _____,
Philippines.

Signature over Printed Name of Parent/Guardian	Contact Details (Mobile Number)
Name of Child/Ward	Date
Address	Home/Mobile Number

LEARNER-PARTICIPANT CONSENT, WAIVER, INDEMNITY and RELEASE

1. I, _____, agreed to participate with the consent of my parents and/or legal guardian in the **AI Learners' Bootcamp 2024** to be conducted by the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) of the Department of Education (DepEd) on **October 28-31, 2024** at **Makati City**;
2. I give permission to the DepEd and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in, to be used for the communications and various public campaigns of the Agency be it in print, broadcast, and/or electronic media, at the event and location stated above subject to limitations of applicable and relevant laws, rules, and regulations;
3. I conform/agree to the collection and/or processing of any personal information and data, that are necessary to successfully host the Bootcamp, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
4. I have read and understood completely the accompanying letter and information leaflet, and therefore know the purpose of the project/activity and my participation therein; and
5. With full understanding, I hereby freely and voluntarily give my consent to my participation in the activity.

_____ Signature over Printed Name of Learner-Participant	_____ Name of School
_____ Age	_____ Date
_____ Address	_____ Home/Mobile Number

Annex D.

PROGRAM OF ACTIVITIES

Day 1 Monday, October 28, 2024		
Time	Activity	Focal Person/Unit
8:00 a.m. – 12:00 p.m.	Arrival of Participants	
12:01 p.m. – 1:00 p.m.	First Meal: Lunch	
1:01 p.m. – 3:00 p.m.	Registration and Check-in of Participants	
3:01 p.m. – 5:00 p.m.	Opening Program	TWG
6:00 p.m. – 8:00 p.m.	Dinner	
Day 2 Tuesday, October 29, 2024		
Time	Activity	Focal Person/Unit
6:00 a.m. – 8:00 a.m.	Breakfast	
8:01 a.m. – 8:15 a.m.	Preliminaries	AVP
8:16 a.m. – 9:45 a.m.	Bootcamp Proper	
9:46 a.m. – 10:00 a.m.	Mental Health Break	
10:01 a.m. – 11:45 a.m.	Bootcamp Proper	
11:46 a.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Ice-breaker Activity	
1:16 p.m. – 3:00 p.m.	Bootcamp Proper	
3:01 p.m. – 3:15 p.m.	Mental Health Break	
3:16 p.m. – 4:45 p.m.	Bootcamp Proper	
4:46 p.m. – 5:00 p.m.	Reminders	TWG
6:00 p.m. – 8:00 p.m.	Dinner	
Day 3 Wednesday, October 30, 2024		
Time	Activity	Focal Person/Unit
6:00 a.m. – 8:00 a.m.	Breakfast	
8:01 a.m. – 8:15 a.m.	Preliminaries	AVP
8:16 a.m. – 9:45 a.m.	Bootcamp Proper	
9:46 a.m. – 10:00 a.m.	Mental Health Break	
10:01 a.m. – 11:45 a.m.	Bootcamp Proper	
11:46 a.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Ice-breaker Activity	
1:16 p.m. – 3:00 p.m.	Bootcamp Proper	
3:01 p.m. – 3:15 p.m.	Mental Health Break	
3:16 p.m. – 4:45 p.m.	Bootcamp Proper	
4:46 p.m. – 5:00 p.m.	Reminders	TWG
6:00 p.m. – 8:00 p.m.	Dinner	
Day 4 Thursday, October 31, 2024		
Time	Activity	Focal Person/Unit
6:00 a.m. – 8:00 a.m.	Breakfast	
8:01 a.m. – 8:15 a.m.	Preliminaries	AVP
8:16 a.m. – 10:00 a.m.	Bootcamp Proper	
10:01 a.m. – 11:45 a.m.	Preparation for Checkout	
12:01 p.m. – 1:00 p.m.	Last Meal: Lunch	
1:01 p.m. – 3:00 p.m.	Closing Program	
3:01 p.m. onwards	Departure of Participants	