



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 27, 2026

REGIONAL MEMORANDUM

No. **966** s. 2026

**CALL FOR ENDORSEMENTS TO THE AI 101 AND AI 200 SERIES
UNDER THE NATIONAL CAPABILITY-BUILDING PROGRAM
ON ARTIFICIAL INTELLIGENCE (AI)**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. Attached is a letter from Dr. Leocadio S. Sebastian, Acting President and Chief Executive Officer of the Development Academy of the Philippines (DAP), calling for endorsements to the AI 101 and AI 200 Series under the National Capability-Building Program on Artificial Intelligence.

2. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director 

Enclosure: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

AI CAPABILITY-BUILDING

HRDD-DSS





July 13, 2026

SALUSTIANO T. JIMENEZ, CESO III
Regional Director
Department of Education - Region VIII
Gov't. Center, Candahug, Palo, Leyte

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 7-22-26
TRACKING #: 8610 TIME: 9:56 am
SIGNATURE: _____

Subject: Call for Endorsements to the AI 101 and AI 200 Series under the National Capability-Building Program on AI

Dear **Director Jimenez**:

RECEIVED
OFFICE OF THE REGIONAL DIRECTOR
DATE: 7/22/26
SIGNATURE: _____

Greetings from the Development Academy of the Philippines (DAP)!

The **National Capability-Building Program on Artificial Intelligence (AI)** seeks to equip government leaders, technical specialists, and the broader public sector workforce with the competencies needed to responsibly adopt, govern, and apply AI in the delivery of public services.

In line with this initiative, we are pleased to invite your organization to endorse qualified personnel to the AI 101 and AI 200 Series, covering the following courses:

- AI 101: Foundations of AI for the Philippine Public Sector
- AI 201: AI for Strategic Planning
- AI 202: AI for Human Resource Management
- AI 203: AI for Financial Planning and Management

Our course offerings, schedules, and the endorsement process can be accessed through our official website at aicapb.dap.edu.ph. For inquiries or concerns, you may also contact our learning management team through hello.aicapb@dap.edu.ph or (02) 8-631-0921 loc. 103.

We look forward to your continued support and active participation in this transformative initiative.

Very truly yours,


LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO

Enclosures: (1) Program Primer; (2) Endorsement Templates

[insert organization letterhead]

[DATE]

LEOCADIO S. SEBASTIAN, PhD, CESO I

Acting President and CEO

Development Academy of the Philippines

San Miguel Ave., Ortigas, Pasig City

Subject: **Submission of Endorsed Employees for the National Capability-Building Program on AI**

Dear **President Sebastian**:

In line with the National Capability-Building Program on AI, we are pleased to submit the list of employees from **[Name of Agency]** who are being endorsed to participate in the program.

The endorsed employees have been identified based on their roles and training needs, and are nominated to attend the appropriate course(s) under the **AI 100 and AI 200 Series**. Enclosed is the accomplished **List of Endorsed Employees**, indicating the selected course(s) for each participant.

We trust that this submission meets the program requirements. Should you require further information or clarification, you may contact **[Name, Position, Office, Contact Details]**.

Thank you, and we look forward to our agency's participation in this initiative.

Very truly yours,

[NAME OF HEAD OF AGENCY]

[Position]

[Organization Name]

Enclosure: List of Endorsed Employees for AI 101 and AI 200 Series Courses

Note: *This serves as a prescribed transmittal letter template. Agencies may modify the format and content as needed.*



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Primer on the National Capability-Building Program on AI



About the Program

The National Capability-Building Program on Artificial Intelligence (AI) is a whole-of-government initiative led by the Development Academy of the Philippines (DAP) in line with the National AI Strategy for the Philippines and the presidential directive to strengthen AI capabilities across the public sector. The Program provides a structured and scalable framework to develop an AI-ready leadership, build technical expertise, and enable an AI-empowered workforce to support more innovative, efficient, and citizen-centric governance.

Central to the Program is a differentiated learning approach that recognizes the varying roles and readiness levels within the public sector. The workforce is segmented into three (3) key groups:



Group 1: High-Level Government Officials

(AI Champions and Managers)

Senior leaders who drive strategy, policy direction, and institutional adoption of AI



Group 2: Highly Technical Experts

(AI Specialists)

Technical personnel responsible for developing, implementing, and managing AI systems and solutions



Group 3: Broader Public Sector Workforce

(AI-Enabled Workforce)

Managerial, functional, support, and frontline personnel who will integrate AI into day-to-day operations

Learning pathways and courses are designed and tailored for each group, ensuring relevance to their functions and enabling progressive capability development. Through this structured and inclusive approach, the Program aims **to build a future-ready Philippine public sector with a strong AI talent base and institutional capacity, enabling innovative, efficient, and citizen-centric governance.**



The Program offers a structured suite of AI training tracks, from the AI 101 to AI 500 Series, designed for government personnel across different roles and levels, as summarized below:

AI 101: Foundations of Artificial Intelligence for the Philippine Public Sector

DESCRIPTION	A foundational course that builds baseline AI literacy for the Philippine public sector.
TARGET PARTICIPANTS	All public sector workforce
DELIVERY MODE	Fully asynchronous online through the <i>Linang</i> LMS
SCHEDULE	Course opens May 5, 2026 with each participant granted three (3) months of access from date of enrolment
TRAINING FEE	PHP 500.00

AI 200 Series: Domain-Specific Applications of AI in Government

DESCRIPTION	The AI 200 Series features domain-specific courses that apply AI (including agentic AI) to key government functions, helping participants improve productivity, automate routine processes, and support better decision-making in the public sector.
TARGET PARTICIPANTS	Qualified government personnel based on the specific function or role required by each course.
SERIES OFFERINGS	AI 201: AI for Strategy and Planning AI 202: AI for Human Resource Management AI 203: AI for Financial Planning and Management
DELIVERY MODE	Fully asynchronous online through the <i>Linang</i> LMS
SCHEDULE	AI 201 to 203 will open in June 2026, while the schedules for the remaining courses will be announced at a later date.
TRAINING FEE	PHP 500.00 per participant for each course under the AI 200 Series

AI 300 Series: Special Topics in AI

DESCRIPTION	The AI 300 Series features intermediate to advanced courses focused on specialized and emerging applications of AI in government. This series emphasizes hands-on, in-person learning to enable participants to design, implement, and manage AI-enabled solutions in their respective domains.
TARGET PARTICIPANTS	Qualified government personnel based on the specific function or role required by each course.
SERIES OFFERINGS	AI 301: AI for LGUs AI 302: Designing AI-Enabled Public Services AI 303: Managing AI Projects
DELIVERY MODE	In-person
SCHEDULE	TBA
TRAINING FEE	TBA

AI 400 Series: Advanced AI for Government Specialists

DESCRIPTION	The AI 400 Series features intensive, technical training courses on AI aimed at building a pool of highly skilled AI specialists in the public sector.
TARGET PARTICIPANTS	Qualified technical government personnel, including IT staff, data analysts, systems personnel, data scientists, and related staff, subject to screening to ensure readiness for advanced AI training.
SERIES OFFERINGS	AI 401: Bridging Program for AI Specialists AI 402: Intensive AI Technical Training for Government Specialists
DELIVERY MODE	In-person
SCHEDULE	TBA
TRAINING FEE	TBA

AI 501: Executive Training on AI

DESCRIPTION	A course designed for senior government leaders to guide AI adoption and digital transformation within their organizations.
TARGET PARTICIPANTS	High-Level Government Officials, including senior executives (Director to Secretary), agency heads, and local chief executives
DELIVERY MODE	In-person
SCHEDULE	TBA
TRAINING FEE	TBA

For the latest updates on course offerings, schedules, and other program details, please visit our official website at aicapb.dap.edu.ph.



Endorsement Process

To formally endorse employees for participation in the AI courses, agencies shall follow the steps below:

STEP 1: Prepare the required endorsement documents

Agencies only need to submit the required endorsement documents through the official submission channel.

Endorsement requirements include:

✓ **Transmittal Letter signed by the Head of Agency:**

A prescribed Transmittal Letter, duly signed by the Head of Agency, must accompany the submission.

Agencies may use their own format, provided that the endorsement is made through an official communication signed by the authorized approving authority.

✓ **List of Endorsed Employees:**

This document contains the names of employees being endorsed, together with their office, email address, and selected AI course(s). The template currently provides checkboxes for courses.



STEP 2: Submit the completed endorsement documents

Once completed, the Transmittal Letter and the List of Endorsed Employees must be submitted through the official endorsement submission link: bit.ly/Endorsement_NCABPAI

Only employees who are formally endorsed by their agencies and included in the submitted documents shall be processed for enrollment in the selected AI courses.



STEP 3: Await processing of endorsed employees

Endorsed participants shall be issued *Linang* accounts at least two (2) working days after confirmation of receipt of the endorsement documents.

Linang shall send the account credentials by email, together with instructions to change their password and the deadline of course access, which shall be three (3) months from receipt of the login credentials.

Once their accounts are activated, participants shall be enrolled in the course(s) for which they were endorsed. Access to AI 101 shall be provided automatically, while enrollment in succeeding courses shall be subject to completion of the required prerequisite course(s), such as AI 101 for the AI 200 Series.



STEP 4: Settle payment

Upon verification and confirmation of the endorsed employees, DAP shall issue a **Letter of Confirmation** specifying the officially enrolled participants and the corresponding amount payable.

Agencies are required to settle payment within **three (3) months** of receiving the Letter of Confirmation and submit proof of payment.

Full instructions for settling payments are provided in Section 4: Payment Process.



HR Officers are advised to regularly monitor the Program website and official email communications for announcements on upcoming training offerings, schedules, and corresponding endorsement periods to ensure timely nomination and participation of their personnel.

Payment Process

STEP 1

Receive the Letter of Confirmation

Upon verification and confirmation of the endorsed employees, the DAP shall issue a Letter of Confirmation specifying the officially enrolled participants and the corresponding amount payable. This shall serve as the basis for payment processing.

STEP 2

Process the required disbursement documents

Agencies shall process payment in accordance with applicable government budgeting, accounting, and auditing rules and regulations. This includes the preparation of necessary documents such as the Obligation Request and Status (ORS), Disbursement Voucher (DV), and other supporting documents, subject to the availability of funds.

STEP 3

Prepare the mode of payment

Agencies may settle payment through any of the following modes:

- Check payment payable to **Development Academy of the Philippines**; and
- Bank transfer or deposit to the official DAP account.

STEP 4

Deposit or transfer payment

Payments shall be made to the following account details:

- **Account Name:**
Development Academy of the Philippines
- **Account Numbers:**
0671-0105-40 – Savings Account
0674-0026-45 – Dollar Savings Account

Bank: LANDBANK OF THE PHILIPPINES

Branch: Pasig Capitol Branch

All applicable bank charges, transfer fees, and related costs shall be borne by the paying agency.

STEP 5

Submit proof of payment

After completing the payment, agencies shall submit proof of payment (e.g., validated deposit slip, bank transaction receipt, or Official Receipt, if available) by uploading to bit.ly/Payment_NCABPAI indicating the name of the agency, reference to the Letter of Confirmation, and list of covered participants.

Reminders

Payment Deadline: Payment shall be settled within three (3) months from receipt of the Letter of Confirmation.

Accounting and Audit Compliance: Agencies shall ensure that all payments are properly recorded in their books of accounts and supported by complete documentation in accordance with government accounting and auditing rules.

Effect of Non-Payment: Processing of enrollment and/or continued access to the courses shall be subject to verification of payment. Certificates of course completion will only be issued to participants with verified payments.

Payment Concerns: For inquiries or assistance regarding payment procedures, agencies may contact the DAP Treasury Division at (02) 8633-5571.



Frequently Asked Questions

How do we endorse participants for the program?

Download the transmittal letter and employee list template from aicapb.dap.edu.ph, then accomplish both documents.

Once approved and signed by your agency's authorized signatory, submit them through bit.ly/Endorsement_NCAPBAI.

How many participants can we endorse?

Agencies may endorse as many participants as they can.

For participants not included in the first batch, another round of endorsement will open in July 2026.

Until when can we endorse participants for the first batch of courses?

The endorsement period for the first batch of AI 101 and AI 201-203 participants is from **April 27 to May 15, 2026**.

For other courses, stay tuned for more updates via email and/or our official social media pages.

Can participants enroll in multiple courses?

Yes, participants may be endorsed for multiple courses. However, enrollment is subject to endorsement and verification. For online courses, a participant is considered officially enrolled only once DAP has provided access to the online course.

Agencies are responsible for screening participants and approving their course selections.

Are there prerequisites for the courses?

- AI 101: No prerequisites required.
- AI 200 Series: Completion of AI 101 is required. Participants who have completed a similar introductory AI course may submit proof of completion for evaluation.
- AI 300 Series: No prerequisites required, but completion of AI 101 is strongly encouraged.
- AI 400 Series: Enrollment is subject to screening and qualifications.
- AI 500 Series: Intended for executives.

Can nominations be edited after submission?

For any changes, please email hello.aicapb@dap.edu.ph as soon as possible. Changes must be communicated before DAP issues the Letter of Confirmation.

How long after endorsement will participants be able to enroll?

DAP will send user credentials and course access instructions directly to endorsed employees at least two (2) working days after the endorsement documents are verified.

Can individuals enroll in AI 101 and the other AI courses on their own?

No, participants cannot enroll individually. They must be endorsed by their respective agencies through the prescribed process to participate in the program.

How do participants gain access to online courses in *Linang*?

Account credentials for the *Linang* platform will be provided only after the agency's endorsement has been confirmed. Credentials will be sent directly to the users, with the agency focal persons duly informed.

What types of activities can we expect for online courses?

The online courses have quizzes, interactive activities, online discussions, and submissions that participants must complete.

Can the course be accessed via mobile devices?

Yes, courses can be accessed via the *Linang* mobile application available on both android and iOS devices.

How long will it take to complete the course?

For AI 101, the creditable training duration is eight (8) hours, and participants are given three months to complete the course.

Details on the duration and completion timelines for other online courses will be announced soon.

For AI 101, when does the three-month completion period begin?

The three-month completion period begins once you receive your *Linang* account credentials and access to the course.

Will certificates be issued after completion?

Yes, certificates will be released upon completion of the course and payment has been made by the agency.

What happens if participants do not complete the course within the allotted period (3 months)?

Participants who do not complete the course within the three-month period will lose access to the course.

For requests for consideration, please email hello.aicapb@dap.edu.ph.

Are there policies on participant substitution or withdrawal?

Participants who are unable to proceed with the course must inform DAP through hello.aicapb@dap.edu.ph as soon as possible.

Please note that fees are non-refundable, as payment is processed upon endorsement, not upon course completion.

How much do the courses cost and how will payment be made?

The AI 101 course fee is PHP500.00 per participant.

Payment will be settled by the agency, not by the individual participant. DAP will send a billing statement to the agency. Once payment has been made, the agency must submit the proof of payment through the [Payment Verification Form](#).

For full instructions, please refer to Section 4: Payment Process.

What are the official communication channels for updates?

You can go to our website at aicapb.dap.edu.ph for more information on the courses.

Should you have concerns or questions, you can reach out to hello.aicapb@dap.edu.ph.

Connect with us



DAP – Center for Strategic Futures



centerforstrategicfutures



hello.aicapb@dap.edu.ph



aicapb.dap.edu.ph

NATIONAL CAPABILITY-BUILDING PROGRAM ON ARTIFICIAL INTELLIGENCE
List of Endorsed Employees for AI 101 and AI 200 Series Courses

Name of Organization : _____
 Date : _____

Instruction: List the employees being endorsed for the National Capability-Building Program on Artificial Intelligence. Provide each employee's Name and Office and Email, then check () the appropriate box under AI Courses to indicate the course(s) they will attend.

No.	Name and Office	Email	AI Courses*			
			AI 101	AI 201	AI 202	AI 203
1	<i>Example:</i> Juan dela Cruz Office of the Secretary		☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

***AI Courses:**

- AI 101: Foundations of AI for the Philippine Public Sector
- AI 201: AI for Strategy and Planning
- AI 202: AI for Human Resource Management
- AI 203: AI for Financial Planning and Management

You may visit the Program's website at aicapb.dap.edu.ph for details of the courses.

Endorsed by:

Approved by:

[NAME OF HR OFFICER]
[Position, Office]

[NAME OF HEAD OF AGENCY]
[Position]