Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. 598, s. 2026

11 NOV 2026

TRAINING OF TRAINERS (TOT) ON JAMOVI DATA ANALYSIS AND ARTIFICIAL INTELLIGENCE APPLICATIONS FOR DEPED OFFICE FUNCTIONS

To: OIC - Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Public Schools District Supervisors / OIC of the Districts
Concerned Heads of Public Elementary, Secondary Schools, and Integrated Schools
School Research Coordinators
All Others Concerned

1. In line with Regional Memorandum No. 969, s. 2026 entitled Capacity Building on AI-Enabled Workplace: Practical Applications of Artificial Intelligence for DepEd Functions and Regional Memorandum No. 826, s. 2026 entitled, Capacity Building on Data Analysis using Jamovi, this office, through the School Governance and Operations Division (SGOD), shall conduct the Training of Trainers (ToT) on Jamovi Data Analysis and Artificial Intelligence Applications for DepEd Office Functions on November 20, 2026, 9 AM at the SDO Capiz Multi-purpose Hall.

2. The activity aims to strengthen the capacity of DepEd personnel and equip designated trainers in the practical, ethical, and responsible use of AI to enhance workplace productivity and enhance their knowledge and quantitative analysis by using the Jamovi statistical software. Specifically, the training enables trainers to:

- explain the fundamental concepts and principles of quantitative data analysis;
- identify and apply appropriate statistical techniques based on research objectives and data characteristics;
- perform data preparation, validation, cleaning, and data analytics;
- apply AI powered tools to enhance workplace productivity in document preparation, communication and other administrative processes;

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- explain the fundamental concepts, opportunities, ethical considerations, and risks associated with the use of AI in DepEd office functions.

3. The participants to this activity are the 18 District Planning Officers.

4. Each participant shall bring the following:

- Laptop computer;
- Extension cord

5. A registration fee of Five Hundred Fifty Pesos (PhP 500.00) shall be collected from each participant to cover expenses for meals, training materials, printing of forms, and other necessary supplies. Registration, travel and other incidental expenses shall be charged against their respective school MOOE funds. All expenses are subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

TRAINING MATRIX

Date	Time	Activity	In-charge
November 20, 2026	8:30 – 9:00 AM	Registration/Preliminaries	
	9:00 – 10:30 AM	Fundamentals of Quantitative Data Analysis and Jamovi Setup	AILEEN MAY ISIDERIO
	10:30 AM – 12: 00 NN	Data Cleaning, Validation and Data Analytics	EMMANUEL LATI
	12:00 NN – 1:00 PM	LUNCH BREAK	
	1:00 PM – 2:00 PM	Workshop Data Analytics	EMMANUEL LATI
	2:00 PM – 3:00 PM	Introduction of AI	EDUARDO VILLAFUERTE
	3:00 PM – 3:30 PM	Health Break	
	3:30 PM – 4:30 PM	Q & A	AILEEN MAY ISIDERIO, EMMANUEL LATI, EDUARDO VILLAFUERTE
	4:30 – 5:00 PM	WAYS FORWARD	