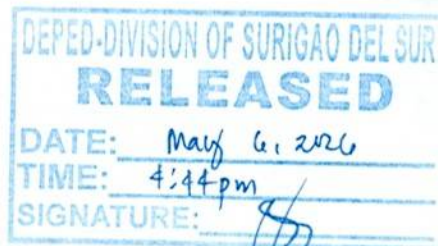




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Division MEMORANDUM  
No. 154, s. 2026



To: Chief of CID and SGOD  
Schools Division Research Committee (SDRC)  
Public Schools District Supervisors/ District In-Charge  
District Research Committee  
School Heads, Teachers  
This division

REITERATION OF DEPED ORDER NO. 003, s. 2026, "FOUNDATIONAL GUIDELINES ON ARTIFICIAL INTELLIGENCE IN BASIC EDUCATION" - FOCUS ON DATA AND RESEARCH

1. In line with the Department of Education's continuing commitment to ethical, responsible, and human-centered use of emerging technologies in basic education, this Memorandum is issued to reiterate and emphasize compliance with DepEd Order No. 003, s. 2026, entitled "Foundational Guidelines on Artificial Intelligence in Basic Education," particularly Section 1.3 on Data and Research.
2. All teaching and non-teaching personnel engaged in data management, research, monitoring and evaluation, policy studies, and similar undertakings at the division, district, and school levels are hereby directed to be guided accordingly.
3. The utilization of Artificial Intelligence (AI) in data and research management is strictly limited to ancillary support functions, such as:
  - Analysis of already processed or anonymized data;
  - Grammatical and language refinement; and
  - Citation checking and verification.
4. To ensure full compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, the input, processing, or storage of personal and sensitive information in any AI system is categorically prohibited. Under no circumstances shall raw, identifiable, or confidential data be uploaded to or processed by AI-enabled platforms or tools.
5. To maintain transparency, accountability, and adherence to ethical standards, all personnel are required to formally declare all AI tools used in data processing and research activities using the prescribed Declaration Form (Annex A) of DepEd Order No. 003, s. 2026.

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6. Furthermore, research outputs remain fundamentally human-centric and must fully comply with established research ethics and institutional guidelines. Accordingly:
- The submission of research papers, reports, or studies generated in whole or in part by AI without substantial human contribution and proper disclosure is strictly prohibited; and
  - Any violation of these provisions shall be subject to applicable administrative sanctions in accordance with existing laws, rules, and regulations.
7. All concerned offices and school heads are enjoined to:
- Disseminate these guidelines to all personnel involved in research and data-related functions;
  - Ensure strict observance of data privacy, research ethics, and AI disclosure requirements; and
  - Integrate compliance checks in ongoing and future research, planning, and data management activities.
8. Immediate and wide dissemination of this memorandum is highly desired.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: As indicated  
References: None  
To be indicated in the Perpetual Index  
Under the following subjects:

RESEARCH

SGOD/upg  
04/23/2026



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
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Annex A

SAMPLE TEMPLATE FOR AI USE DECLARATION  
 (For learners, teachers, and non-teaching personnel)

Consistent with the policy guidelines on the use of AI in basic education, I, ***[insert full name of personnel/ teacher/ learner]***, hereby declare that I have used AI tools to assist in ***[insert the reason for using AI]***.

I used ***[AI tool/app/program]*** to help in ***[insert name/description of activity/output]*** for the purposes of ***[insert purpose, e.g., monitoring report, providing feedback, finalization of research study, quiz creation, providing feedback, or include the name of the task and the purpose of using AI, etc.]***. The prompt used were ***[list of prompts]***.

I confirm that I have reviewed, edited, and understood all the content completed. I used AI tools only to support my learning/work/deliverable and not to replace my own thinking, agency, or output. I take full accountability for the final output submitted.

I affirm that the use of AI tools was intended solely to enhance the quality of the declared output. All outputs have been reviewed, adapted, edited, and validated using my professional expertise and agency to ensure accuracy, appropriateness, and alignment with Data Privacy Act of 2012.

Likewise, I affirm that no confidential information or sensitive institutional information data was shared with the AI platform/app identified above in the process.