



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

JUL 14 2026

No. 332 s. 2026

**IMPLEMENTATION OF PROJECT ROBOTICS CONNECT: UTILIZATION OF AI STEAM ROBOTICS KITS THROUGH THE INNOVATIVE CURRICULUM ENRICHMENT PROGRAM (ICEP) HUB FOR THE SPECIAL PROGRAM IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE) AND SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES)**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
STE and SSES School Coordinators  
All Others Concerned

1. In line with the commitment of Schools Division Office of Bataan, through the Curriculum Implementation Division (CID) in strengthening Science, Technology, Engineering, and Mathematics (STEM) education and promoting equitable access to innovative learning resources, this Office announces the implementation of Project ROBOTICS CONNECT: Division-Wide Shared Utilization of AI STEAM Robotics Kits through the Innovative Curriculum Enrichment Program (ICEP) Hub for School Year 2026–2027.

2. The project is designed to provide participating Special Science Elementary Schools (SSES) and Science, Technology, and Engineering (STE) implementing schools access to AI STEAM Robotics Kits through a structured borrowing and utilization program housed at the Innovative Curriculum Enrichment Program (ICEP) Hub at Abucay National High School.

3. Specifically, the project aims to:

- a) Provide schools with access to AI STEAM Robotics Kits through a structured borrowing system;
- b) Strengthen learners' competencies in robotics, coding, artificial intelligence, engineering design, and computational thinking;
- c) Support the implementation of STE, SSES, and STEM programs through experiential and project-based learning;
- d) Enhance teachers' pedagogical skills in integrating robotics and AI into classroom instruction;
- e) Encourage learners to participate in robotics competitions, innovation challenges, and Science Investigatory Projects (SIPs); and
- f) Promote collaboration and resource sharing among schools within the Schools Division Office of Bataan.

4. The AI STEAM Robotics Kits may be utilized for the following activities:

- a) Classroom instruction;
- b) Robotics and coding lessons;
- c) Artificial intelligence activities;



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- d) Learning Action Cell (LAC) sessions;
- e) Science Investigatory Projects (SIPs);
- f) Research and innovation activities;
- g) Robotics competitions; and
- h) STEM enrichment programs.

5. The participating schools and schedule of utilization are provided in Enclosure No. 1. The School Heads shall:

- a) Designate a School Robotics Coordinator and participating teachers;
- b) Ensure the proper utilization, safekeeping, and maintenance of the robotics kits;
- c) Accomplish and submit the required borrowing and inventory forms;
- d) Submit an accomplishment report within five (5) working days after the utilization period; and
- e) Ensure compliance with all government accounting and property regulations.

6. The implementation of the project shall be governed by the attached Terms and Conditions for the Borrowing and Utilization of AI STEAM Robotics Kits.

7. The Curriculum Implementation Division (CID), through the Education Program Supervisor in Science, shall supervise the implementation, monitoring, and evaluation of the project and provide the necessary technical assistance to participating schools.

8. Expenses relative to the implementation of this project, subject to the usual accounting and auditing rules and regulations, may be charged against school MOOE and other local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

9. Attached are the Terms and Conditions Governing the Borrowing and Utilization of AI STEAM Robotics Kits for the guidance and compliance of all concerned.

10. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encls.: as stated  
References:

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

ROBOTICS                  STEM EDUCATION  
ICEP HUB                  SPECIAL PROGRAM

CI2  
July 8, 2026



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**AI STEAM ROBOTICS KITS BORROWING SCHEDULE**  
School Year 2026 - 2026

| Week | Schedule                     | School           |
|------|------------------------------|------------------|
| 1    | August 3–7, 2026             | JC Payumo MHS    |
| 2    | August 10–14, 2026           | Luakan NHS       |
| 3    | August 17–21, 2026           | Pagalanggang NHS |
| 4    | August 24–28, 2026           | Hermosa NHS      |
| 5    | August 31–September 4, 2026  | Orani NHS        |
| 6    | September 7–11, 2026         | B. Camacho NHS   |
| 7    | September 14–18, 2026        | Pablo Roman NHS  |
| 8    | September 21–25, 2026        | JCPayumo MHS     |
| 9    | September 28–October 2, 2026 | Limay NHS        |
| 10   | October 5–9, 2026            | Lamiao NHS       |
| 11   | October 12–16, 2026          | MNHS Cabcaben    |
| 12   | October 19–23, 2026          | MNHS Poblacion   |
| 13   | October 26–30, 2026          | Morong NHS       |
| 14   | November 2–6, 2026           | San Ramon ES     |
| 15   | November 9–13, 2026          | Orani North ES   |
| 16   | November 16–20, 2026         | Cabcaben ES      |



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Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, s. 2026

**TERMS AND CONDITIONS GOVERNING THE BORROWING AND  
UTILIZATION OF AI STEAM ROBOTICS KITS**

In support of the implementation of **Project ROBOTICS CONNECT: Division-Wide Utilization of DOST AI STEAM Robotics Kits through the Innovative Curriculum Enrichment Program (ICEP) Hub**, all participating schools shall observe the following terms and conditions:

**I. Purpose**

The AI STEAM Robotics Kits housed at the ICEP Hub of Abucay National High School are intended to provide equitable access to robotics, coding, artificial intelligence, engineering design, and other STEAM learning experiences for participating Science, Technology and Engineering (STE) implementing secondary schools and Special Science Elementary Schools (SSES).

The robotics kits shall be used exclusively to support:

- Classroom instruction;
- Robotics and coding activities;
- Artificial Intelligence (AI) learning sessions;
- Learning Action Cell (LAC) sessions;
- Science Investigatory Projects (SIPs);
- Research and innovation activities;
- Robotics competitions;
- STEM enrichment programs; and
- Other DepEd-approved educational activities.

**II. Eligible Borrowing Schools**

Only schools identified by the Schools Division Office of Bataan as participating STE and SSES implementing schools shall be authorized to borrow AI STEAM Robotics Kits from the ICEP Hub.

**III. Borrowing Procedures**

1. The borrowing school shall submit a written request to the School Head of Abucay National High School through the ICEP Hub Coordinator.
2. Borrowing requests shall be subject to the approved Division borrowing schedule and the availability of robotics kits.
3. A designated School Property Custodian and STE/SSES Coordinator or Teacher shall be assigned to assume responsibility for the equipment throughout the borrowing period.
4. A joint inventory and functionality inspection shall be conducted before the release of the robotics kits.
5. The borrowing school shall acknowledge receipt of the equipment by signing the Inventory and Equipment Borrower's Form.



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#### IV. Responsibilities of the ICEP Hub

The ICEP Hub shall:

1. Release the approved AI STEAM Robotics Kits subject to availability.
2. Conduct pre-turnover inventory and functionality inspection.
3. Provide an inventory of all equipment and accessories.
4. Orient the designated school representative on the proper handling, operation, storage, and maintenance of the robotics kits.
5. Conduct post-use inspection upon the return of the equipment.

#### V. Responsibilities of the Borrowing School

The borrowing school shall:

1. Use the robotics kits solely for official educational purposes.
2. Ensure proper handling, transportation, storage, and security of all borrowed equipment.
3. Prevent unauthorized use, modification, dismantling, transfer, or lending of the equipment to any third party.
4. Maintain the completeness and functionality of all equipment, accessories, chargers, sensors, cables, manuals, and storage cases.
5. Return all borrowed equipment on or before the scheduled return date in clean, complete, and serviceable condition.
6. Immediately report any damaged, missing, or malfunctioning equipment to the ICEP Hub Coordinator.
7. Submit an accomplishment report with activity documentation and photographs within five (5) working days after returning the robotics kits.

#### VI. Inventory, Inspection, and Accountability

1. A joint pre-turnover inventory shall be conducted prior to the release of the robotics kits.
2. A joint post-turnover inspection shall be conducted immediately upon return of the equipment.
3. All equipment shall be checked against the original inventory list.
4. Any missing components, defects, or damages shall be documented in the Inspection and Return Report.
5. Both parties shall sign the Post-Use Inventory and Acceptance Report after inspection.

#### VII. Liability

1. The borrowing school shall exercise due diligence in safeguarding all borrowed robotics kits and accessories.
2. Any loss, damage, or missing components resulting from negligence, misuse, unauthorized use, or failure to exercise proper care shall be the responsibility of the borrowing school.



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3. Replacement or repair of damaged or lost equipment shall be undertaken in accordance with existing Department of Education, Commission on Audit (COA), and government property management rules and regulations.
4. Normal wear and tear resulting from proper educational use shall not be considered negligence.

#### VIII. Monitoring

The Curriculum Implementation Division, through the Science Education Program and the ICEP Hub Coordinator, shall monitor the utilization, condition, and proper management of the robotics kits during the borrowing period and may conduct validation visits whenever necessary.

#### IX. Borrowing Period

1. Each participating school shall be allotted the borrowing period specified in the approved Division Borrowing Schedule.
2. Requests for extension shall be submitted in writing at least three (3) working days before the scheduled return date and shall be subject to approval and equipment availability.

#### X. General Provisions

1. Participating schools shall strictly comply with these Terms and Conditions.
2. Failure to comply with these provisions may result in the suspension or cancellation of borrowing privileges and may subject the accountable personnel to administrative and property accountability under existing DepEd and COA rules and regulations.
3. The Schools Division Office of Bataan reserves the right to amend these Terms and Conditions whenever necessary to improve project implementation and resource management.

These Terms and Conditions shall take effect immediately upon the issuance of the corresponding Division Memorandum and shall remain in force throughout the implementation of Project ROBOTICS CONNECT.