

MEMORANDUM

QSO No. **583** s. 2025

FOR **The Secretary/Director General**
 This Authority

THRU : **The Deputy Director General** _____
 Policies and Planning

FROM : **The Executive Director**
 Qualifications and Standards Office

SUBJECT : **New Schedule for the Kick-Off Meeting with Advanced Data
Innovation, Inc. (ADI) on TESDA's Landmark Project: Web-
based AI-Powered Course Builder for Philippine TVET**

DATE : **24 July 2025**

BACKGROUND

1. References:
 - a. Annex A is a copy of the Memorandum QSO No. 553, Series of 2025, dated 11 July 2025, regarding the Kick-Off Meeting with Advanced Data Innovation, Inc. (ADI) on TESDA's Landmark Project: Web-based AI-Powered Course Builder for Philippine TVET; and
 - b. Annex B is the Memorandum No. 312, Series of 2025, dated 22 July 2025 regarding the work suspension in Luzon and Visayas areas on 23 July 2025 due to heavy rainfall caused by the Southwest Monsoon.

DISCUSSION

2. This is in relation to Memorandum QSO No. 553, s. 2025, which informed the Secretary / Director General about the scheduled Kick-Off Meeting with ADI on 23 July 2025 at 2:00 PM onwards at the TESDA Board Room, 7th Floor, TESDA Main Building, Taguig City. The meeting marks the official launch of the AI-Powered Course Builder project, with ADI as the winning bidder.
3. However, due to the suspension of work caused by the inclement weather, as stated in Memorandum No. 312, Series of 2025, the said meeting was cancelled.
4. In coordination with the Office of the Director General (ODG), the next available schedule of the Secretary is on **31 July 2025, 2:00pm onwards**. Attached are the updated Briefer Note (Annex C) and Program of Activities (Annex D) for the said Kick-Off meeting.

RECOMMENDATION

5. In view of the foregoing, the new schedule for the Kick-Off meeting with Advanced Data Innovation, Inc. (ADI) on **31 July 2025 at 2:00 PM onwards**, to be conducted in a hybrid format at the **TESDA Board Room, 7th Floor, TESDA Main Building, Taguig City** is for the information and approval of the Director General/Secretary.

 **EL CID H. CASTILLO**

☐**APPROVED**☐**DISAPPROVED****REMARKS:**

JOSE FRANCISCO “KIKO” B. BENITEZ
Secretary/Director General, TESDA