



# AI Training Program for LGUs and Government Offices

Program proposal and curriculum · For evaluation by the requesting office ·  
October 2026

## 1. Program description

A practical, responsible AI training program for government personnel. Participants learn to use common AI tools for administrative reports, correspondence, meeting summaries, presentations and spreadsheet work, with data privacy, human verification and accountability built into every exercise.

## 2. Target participants

LGU and government office staff, supervisors and department heads. No technical background required.

## 3. Learning objectives

- Understand what AI tools can and cannot do
- Prepare reports, letters and summaries faster while keeping human review
- Apply data privacy and responsible-use practices in office work

## 4. Curriculum

| Module                                                 | Content                                                                                                                          |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Module 1: AI fundamentals                              | What AI is and is not; strengths, limits and common errors; free tools used in class.                                            |
| Module 2: Prompt engineering                           | Writing clear instructions; giving context; iterating and checking outputs.                                                      |
| Module 3: Administrative reports and meeting summaries | Turning notes into structured reports and minutes; verifying every figure and name.                                              |
| Module 4: Government correspondence                    | Drafting letters, memoranda and replies; tone, accuracy and final human review.                                                  |
| Module 5: Presentations and spreadsheet productivity   | Outlining presentations; cleaning, summarising and explaining spreadsheet data.                                                  |
| Module 6: Public service communication                 | Clear public advisories and announcements in English, Filipino or Bisaya.                                                        |
| Module 7: Data privacy and responsible AI              | RA 10173 (Data Privacy Act) awareness; never entering personal or confidential data into public tools; office AI-use guidelines. |
| Module 8: Human verification and accountability        | Review checklists; disclosure; the employee remains responsible for every output.                                                |

## 5. Sample schedule (full-day masterclass)

|               |                                               |
|---------------|-----------------------------------------------|
| 8:30 – 9:00   | Registration and opening                      |
| 9:00 – 10:30  | Modules 1–2                                   |
| 10:30 – 10:45 | Break                                         |
| 10:45 – 12:00 | Modules 3–4 with hands-on exercises           |
| 12:00 – 1:00  | Lunch                                         |
| 1:00 – 2:30   | Modules 5–6 with hands-on exercises           |
| 2:30 – 2:45   | Break                                         |
| 2:45 – 4:00   | Modules 7–8, office AI-use guideline workshop |
| 4:00 – 4:30   | Synthesis, evaluation and closing             |

Half-day and awareness versions cover Modules 1–3 and 7–8. The two-day program adds guided projects on the office's own (non-sensitive) workflows.

## 6. Hands-on activities

- Prepare a sample administrative report from meeting notes
- Draft and review a formal letter for accuracy and tone
- Clean up and summarise a sample spreadsheet

## 7. Expected outcomes

- An office guide for safe, reviewed AI use
- Prompt templates for common administrative documents

## 8. Participant requirements

- A laptop or smartphone with a modern web browser
- Internet access for hands-on activities (onsite venues: shared Wi-Fi)
- A free account on the AI tools used in class; no paid subscription required

## 9. Training deliverables

- Session slides and a practical prompt guide
- Ready-to-use templates for the exercises covered
- Certificate of attendance issued by Grateful Prints
- Formal training proposal and curriculum for approval routing
- Attendance sheet and post-training evaluation summary for the requesting office

## 10. Indicative packages

| Package              | Indicative starting fee | Delivery                       | Includes                                                                                                     |
|----------------------|-------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------|
| AI Discovery Seminar | Starts at ₱8,500        | 2 hours, up to 40 participants | What AI can and cannot do; Live demonstrations; Safe and responsible use; Printed certificates of attendance |



| Package                         | Indicative starting fee  | Delivery                                   | Includes                                                                                                         |
|---------------------------------|--------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| AI Foundations Workshop         | Starts at ₱12,500        | Half-day, up to 25 participants            | Hands-on prompting practice; One focus area for your team; Prompt guide and templates                            |
| AI Productivity Masterclass     | Starts at ₱22,500        | Full-day, up to 25 participants            | Several modules with guided practice; Team workflow exercises; Full template pack                                |
| AI Transformation Bootcamp      | Starts at ₱40,000        | Two days, up to 25 participants            | Projects on your team's own (non-sensitive) workflows; Workflow and adoption plan; Level 3 systems demonstration |
| Print Shop Team Training        | From ₱12,500             | Half-day or longer, at your shop or online | AI for Print Shops program; Examples from your own products                                                      |
| LGU / Government Training       | Request formal quotation | Scope-based                                | Formal proposal and curriculum; Quotation for your approval process                                              |
| Corporate / Customized Training | Request quotation        | By agreement                               | Needs assessment; Custom curriculum                                                                              |

Indicative starting fees, subject to final quotation. Fees depend on the number of participants, location, customization, materials, travel, applicable taxes and the final scope. For government offices, Grateful Prints prepares a formal quotation on request.

## 11. Procurement and approval

Government training engagements are subject to applicable procurement rules, contracting, supplier eligibility requirements and the approval of the requesting office.

Supporting documents (business registration and other eligibility requirements) are provided on request as required by the office's procurement process.

## 12. Resource speaker

### Neil Saldia, Founder, Grateful Prints

Neil Saldia is the founder of Grateful Prints, the Iligan City-based printing ecosystem that connects customers with print shops, designers, crafters and riders. He designs, builds and runs the Grateful Prints platform and its business operations himself.

His work spans creative design and digital business operations. He uses AI-assisted tools every day to design, write, plan, support customers and build software, and he teaches those same workflows in plain, practical language.

Full resource speaker profile: [gratefulprintsph.com/ai-training](https://gratefulprintsph.com/ai-training)

## 13. Administrative contact

Grateful Prints AI Academy · [business@gratefulprintsph.com](mailto:business@gratefulprintsph.com) · [gratefulprintsph.com/ai-training](https://gratefulprintsph.com/ai-training) · Iligan City, Lanao del Norte



To request a formal quotation, use the booking form (choose Request a formal quotation) or email the address above with the office name, number of participants, preferred date, venue and format.