

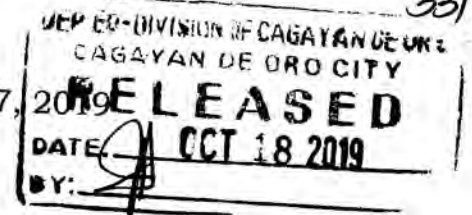


Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION
Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



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October 17, 2019



Memorandum to:

PATRICIO S. SAMBAAN, JR. – Teacher III, Macabalan ES
EDNA MIRANDA, Teacher III, North City Central School
BEVERLY ANN NICOLASARA – Teacher I, Mambuaya NHS

1. Pursuant to OUA Memo No. 14-1019-0403 s. 2019 re: **INVITATION FOR DEPED MICROSOFT EDUCATION AMBASSADORS AS TRAINERS FOR THE OFFICE 365 EMPOWERMENT TRAINING – WORKSHOP FOR THE SENIOR HIGH SCHOOL TEACHERS**, you are hereby directed to attend the said training on **October 21 to 25, 2019** on different cluster as to be deployed on the following:

Name	Venue
EDNA MIRANDA	Region 5 at Naga Regent Hotel, Naga, Camarines Sur
BEVERLY ANN NICOLASARA	Region 5 Naga Regent Hotel, Naga, Camarines Sur
PATRICIO S. SAMBAAN, JR	Region 12 at 88 Hotel and Events Place, General Santos City

2. Travel expenses shall be charged to DCP 2018 Funds, subject to the usual accounting and auditing rules and regulations.
3. For your guidance, information and compliance.


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

Competence. Dedication. Optimism.

Telephone No.: (088) 855-0047 Telefax: (088) 855-0048 Website: depedcdo.com Email: cagayandeoro.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-1019-0403

MEMORANDUM

17 October 2019

For: **Regional Directors**
(I, II, III, CALABARZON, V, VI, VII, VIII, X, XI, XII, and NCR)

Schools Division Superintendents Concerned

Subject: **INVITATION FOR DEPED MICROSOFT EDUCATION
AMBASSADORS AS TRAINERS FOR THE OFFICE 365
EMPOWERMENT TRAINING-WORKSHOPS FOR SENIOR
HIGH SCHOOL TEACHERS**

On 21-26 October 2019, ICTS – User Support Division (USD), in partnership with Microsoft Philippines, will hold a series of Office 365 Empowerment Training Workshops for Senior High School Teachers. In line with this, ICTS-USD invites the DepEd MEAs to be the trainers for the event's six clusters. Details of the activity, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated as a separate advisory to be emailed to pre-registered attendees.

For any concerns, prospective attendees may contact (02) 8633-7264 (look for Mr. Genesis Fernando), or email icts.usd@deped.gov.ph (cc: genesis.fernando@deped.gov.ph).

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Microsoft Education Ambassadors to be invited

To be deployed to Region 3					
Name		Region	Division	School ID	Designation
Glenah	Taguibao	Region II	Tuguegarao City	300668	Teacher III
Noel	Reganit	Region III	Angeles City		Project Development Officer II
Jaycel	Lagundi	Region II	Tuguegarao City	104392	Special Education Teacher I
Rosemarie	Abecia	Region III	San Jose Del monte Bulacan	307511	Teacher III - Senior High School
Brigido	James	Region I	Ilocos Norte	300002	Teacher II
Cheyser Charrese	Gatchula	Region III	Bataan	300707	Teacher III
Joan	Briz	Region III	Bataan		Project Development Officer II
Melbourne	Salonga	Region III	Bataan	300707	Special Science Teacher I
Gracey	Santiago	Region I	Ilocos Norte	320816	Teacher III
Bryan Behn	Merino	Region III	Bataan	158009	Teacher I
Virginia	Taguinod	Region II	Tuguegarao City	104393	Teacher III
Alvin Louie	Reyes	Region III	Angeles City	301040	Teacher III

To be deployed to Region 5					
Michael	Montuya	Region V	Camarines Norte	112235	Teacher III
Albert	Llava	Region V	Sorsogon Province	302204	Teacher III
Beverly Anne	Nicolasora	Region 10	Cagayan de Oro City	304121	Teacher III
Edna	Miranda	Region 10	Cagayan de Oro City	127957	Teacher III
Andres	Bonifacio	NCR	Malabon City	305450	Master Teacher I
Perral	Moises	Region XI	Digos City	341513	Master Teacher II
Vicente	Medenilla	Region V	Camarines Norte	301910	Head Teacher III
Robin Charles	Ramos	Region XI	Digos City	341513	Teacher II
Mark Anthony	Afable	Region X	Misamis Oriental		Teacher I

To be deployed to Region 6					
Roy	Alberio	Region VI	Sagay City	117727	Teacher III
Leonel	Sanier	Region VI	Sagay City	302762	Teacher III
Carmelo	Gatinao	Region VI	Negros Occidental	302686	Teacher III
Paul	Quiñosa	Region VI	Bacolod City	302703	Teacher II
Lorelee	Asignacion	Region VI	Bacolod City	302716	Assistant Principal II
Arian	Edullantes	Region X	Cagayan de Oro City	304114	Teacher II



To be deployed to Region 8					
Jonas	Cabusbusan	Region VIII	Leyte	303388	Master Teacher II
Lanilo	Macalla	Region VIII	Leyte	121935	Principal I
Lester	Bernardino	Region VIII	Ormoc City	303655	Master Teacher I
Russel James	De Guzman	Region VIII	Leyte	303371	Teacher III
Ernani	Fernandez Jr.	Region VIII	Leyte	303415	Master Teacher II
Khristine	Ramoya	CALABARZON	Antipolo	301448	Teacher I

To be deployed to Region 12					
Henry	Nerizon	Region VII	Bohol	118548	Teacher I
Rubilyn	Pastrano	Region VII	Lapu-Lapu City	119981	Teacher III
Patricio	Sambaan	Region X	Cagayan de Oro City	127956	Teacher III
Bai Sheina	Kusain	Region XII	Cotabato City	131240	Teacher II
Jade April	Agang-ang	Region XI	Davao City	304359	Teacher I
Eda Flor	Arrabis	Region VII	Cebu Province	302988	Master Teacher I
Glenny	Laping	Region VII	Lapu-Lapu City	303179	Teacher III
Hepolito	Mamac	Region VII	Cebu Province	303094	Teacher I
Glenn	Huraño	Region VII	Bohol	302893	Teacher II

To be deployed to NCR					
Michael	Morella	NCR	Pasig City	305417	Master Teacher I
Zyra Catherine	Morales	CALABARZON	Lucena City	109740	Teacher I
Haidee	Garido	NCR	Pasig City	305417	Master Teacher I
Helen	Tan	NCR	Quezon City	136564	Teacher III
Junfrancis	Villarojo	CALABARZON	Dasmariñas City	301185	Teacher I
Erliza	Matacot	CALABARZON	Dasmariñas City	301183	Master Teacher I
Leonardo	Bruno Jr	NCR	Pasay City	136601	Teacher II
Shela Mac	Malesido	NCR	Marikina City	305405	Teacher III
Cerina	Galoy	NCR	Pasig City	340654	Master Teacher I
Michael	Regudo	NCR	Quezon City	136528	Teacher I
Maria Aurea	Jabon	NCR	Malabon City	312507	Teacher I
Geraldine	Nonato	NCR	Quezon City	136534	Teacher I
Jasmin	Uy	NCR	Malabon City	305450	Teacher I
Noland II	Santiago	CALABARZON	Rizal	308139	Teacher I
Francisco	Jude Chris	NCR	Malabon City	305451	Head Teacher III
Santos	Catherine	NCR	Pasig City	305417	Master Teacher
Malicdem	Sharon	Region I	San Carlos City	300388	Teacher III
Santos	Ramona	NCR	Mandaluyong City	305395	Teacher III



Clusters of Participants

Cluster 1 21-26 October 2019 Venue: Region III	Cluster 2 21-26 October 2019 Venue: NCR	Cluster 3 21-26 October 2019 Venue: Region V	Cluster 4 21-26 October 2019 Venue: Region VI	Cluster 5 21-26 October 2019 Venue: Region VIII	Cluster 6 21-26 October 2019 Venue: Region XII
Region I, CAR, Region II	Region III, NCR, MIMAROPA	Region V CARAGA	Region V, Region X	Region VIII	Region IX, Region XII, BARMM

Meals and Accommodation

1. All pre-registered attendees with valid travel authorities are guaranteed hotel accommodations and meals throughout the event.
2. Check-in starts at **02:00 PM** of **21 October**; latest check-out is at **12:00 PM** of **26 October**.
3. First meal service starts with **dinner** for those who will check in on **21 October**; last meal service shall be **breakfast** for those who will check out on **26 October**.
4. All other incurred expenses that are not covered by the event (for example, early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

Travel Arrangements

1. Travel expenses of attendees have already been downloaded to their respective Regional Offices (RO), charged against DCP 2018 Funds.
2. The RO shall download said funds to their SDOs; attendees shall reimburse and/or request advances (if allowed) for their travel expenses from downloaded funds to their offices.
3. All expenses are subject to existing accounting and auditing rules and regulations.

