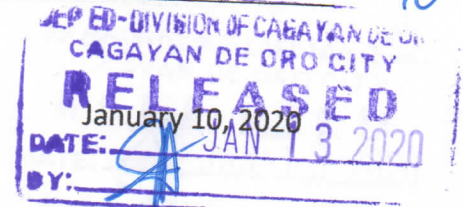




Republic of the Philippines  
**Department of Education**  
 REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**

Office of the Schools Division Superintendent



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  
**ARIAN EDULLANTES** – Teacher II, Gusa Regional Science HS

1. Pursuant to OUA Memo dated January 8, 2020 re: **INVITATION FOR DEPED MICROSOFT EDUCATION AMBASSADORS AS TRAINERS FOR THE OFFICE 365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP FOR EPS, PSDS AND SELECT SCHOOL HEAD**, you are hereby directed to attend the said training on **January 13 to 17, 2020** and **January 20 to 24, 2020** on different cluster as to be deployed on the following:

2.

Name	Venue
<b>ARIAN EDULLANTES</b>	Region 10 at Chali Beach Resort and Conference Center (January 13 to 14, 2020)
<b>EDNA MIRANDA</b>	Region 10 at Chali Beach Resort and Conference Center (January 16 to 17, 2020)
<b>BEVERLY ANN NICOLASARA</b>	Region 10 at Chali Beach Resort and Conference Center (January 16 to 17, 2020)
<b>PATRICIO S. SAMBAAN, JR</b>	Region 11 at Apo View Hotel, January 23 to 24, 2020.

3. Travel expenses shall be charged to **AC-19-ICTS-USD-DCP-016**, subject to the usual accounting and auditing rules and regulations.

4. For your guidance, information and compliance.

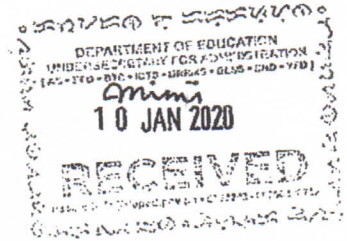
*[Signature]*  
**CHERRY MAE L. LIMBACO**  
 Schools Division Superintendent



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone No:** (08822)855-0048



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**OUA MEMO**  
**MEMORANDUM**  
08 January 2019

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

**BARMM Education Minister**

**Schools Division Superintendents**

(Angeles City, Bataan, Bohol, Bulacan, Cagayan de Oro City, Camarines Norte, Cotabato City, Dasmariñas City, Davao City, Digos City, Lapu Lapu City, Leyte, Lucena City, Mandaluyong City, Marikina City, Misamis Oriental, Ormoc, Pasig City, Quezon City, Rizal, San Carlos City, San Jose Del Monte, Sorsogon City, Tuguegarao City)

Subject: **INVITATION FOR DEPED-MEA AS TRAINERS FOR THE OFFICE  
365 EMPOWERMENT TRAINING-WORKSHOPS**

The Information Communications Technology Service - User Support Division (ICTS-USD) in partnership with Microsoft Philippines will hold a series of workshops on Office 365 Empowerment for Education Program Supervisors - TLE, Public Schools District Supervisors, and School Heads between 12-25 January 2020.

In this regard, ICTS-USD is inviting DepEd Teachers and other Teaching-related Personnel who are Microsoft Education Ambassadors (MEAs) to serve as resource speakers and/or co-trainers for Clusters Luzon 2, Luzon 3, Mindanao 1, and Mindanao 2. Please find attached the list of MEAs, and other Memos and Advisories for reference.

The aforementioned MEAs shall be on Official Business and transportation expenses will be shouldered by ICTS-USD subject to the usual accounting and auditing rules and regulations.

For immediate and appropriate action

**ALAIN DEL B. PASCUA**  
Undersecretary



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**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)]

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