

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



April 4, 2017


**DIVISION MEMORANDUM**

No. 228 s., 2017

**3-day Training for the Microsoft Education Ambassadors Program 2017**

**TO: Assistant Division Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OIC  
Elementary and Secondary School Heads  
School, District and Municipality ICT Coordinators  
All Others Concerned**

1. Attached herewith is the letter of Microsoft Philippines regarding for the qualified Microsoft Education Ambassadors 3-day Training on Train the Trainer for Teaching with Technology on April 17-19, 2017 at Tagbilaran City, Bohol.
2. This office will send the 12 Qualified Municipal/District ICT Coordinators for the said Training.
3. Please refer to the attached list of qualified Microsoft Education Ambassadors Program for 2017 of Region VII, Cebu Province Division.
4. A brief report of accomplishment and certificate of appearance shall be submitted to this office immediately upon your return.
5. Travel, Board and lodging and other incidental expenses of participants shall be chargeable against school MOOE/PTA/SEF Funds, subject to the usual auditing and accounting rules and regulations.
6. This Memorandum serves as the **Authority to Travel**.
7. Immediate dissemination of this Memorandum is desired.

  
RHEA MAE ALANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

3 April 2017

**Rhea Mar A. Angtud**  
 Schools Division Superintendent

**Division of Cebu Province**  
**Department of Education**

**Re: 3-day training for the Microsoft Education Ambassadors Program 2017**

Microsoft supports and values the professional development of our educators for greater impact in teaching and learning and part of this commitment is to ensure that we continuously empower those who can train their co-teachers and students back. In line with this, we would like to request the presence of the following individuals of the Department of Education from your region who have been accepted to the Microsoft Education Ambassadors' program to attend a **3-day training on Train the Trainer for Teaching with Technology** to be held on **April 17 to 19, 2017 at Tagbilaran City, Bohol.**

Mitchelin L. Micabani	Region 7 - Deped	Regional office – RO7
Johnnyline Jagdon	Region 7 – Deped	Regional office – RO7
Genifer Tomelap	Tabuan National High School	Bohol
Jaime B. Quinga Jr.	Canhayupon Elementary School	Bohol
Aracelie Torrefranca	Eugenio V. Amores Memorial High School	Bohol
Glenn Hurano	San Jose National High School	Bohol
Decie Mare Manliguez	Haguilanan High School/DepEd Bohol	Bohol
Henry V. Nerizon, Jr.	San Roque Elementary School	Bohol
D' Louise Maria Cinches	Division office of Bohol	Bohol
Leah Vanessa B. Aton	Fermin Tayabas National High School	Bohol
Francis Jay Alcalá	Division office of Bohol	Bohol
Marilyn Jasmin B. Talan	Division office of Bohol	Bohol
Dinah Florence Talan	Division office of Bohol	Bohol
Maria Ivy, Apostol	Albur and Baclayon District	Bohol
LORDJIM L. ALCUIZAR	Carcar central National high school	Carcar City
Ryan Redoblado		Carcar City
Renante Aleser	Ocana National High School	Carcar City
Michael Elmer Padin	Division office of Carcar City	Carcar City
Hepolito Mamac	Deped Cebu Province	Cebu Province
Roy Jamero	Deped Cebu Province	Cebu Province
Eda Flor M. Arrabis	Consolacion National High School	Cebu Province

Rubena Rosell	Daanbantayan National High School	Cebu Province
Edlyn E. Bueno	Deped Cebu Province	Cebu Province
Isidro P. Icot JR	Lilo-an National High School	Cebu Province
Neza Marie B. Toledo	Compostela National High school	Cebu Province
Rodel Alindogan	Looc Norte National High School	Cebu Province
Allan Canete	San Remigio National High School	Cebu Province
Rene Borgonia	Buanoy National High School	Cebu Province
Jesha T. Preagido	Calumbuyan National High School	Cebu Province
Elan Gerra	Juan Pamplona National High school	Cebu Province
Ekel Carlo Tancio Degollacion	Gun-ob Elementary School	Lapu Lapu City
Jose Mariñas III	Department of Education	Tagbilaran City
Mernita Palac	Tagbilaran City Science High School	Tagbilaran City

At Microsoft, we value the participation of our educators at key functions such as this, and would like to shoulder their training and meal expenses.

Microsoft wishes to ensure that by paying these expenses it does not create any violation of the letter or of applicable government gifts and ethics rules at the Department of Education. If permitted, we would be pleased to shoulder the following expenses for the attendee:

- Training meals for all the attendees from April 17-19, 2017 valued at **PHP 800/day/attendee** that include morning snacks, lunch, and afternoon snacks.

Please note that Microsoft will not be providing any reimbursements to the participant for any expenses related to the meeting. Accordingly, Microsoft expects that the participant or your organization will be responsible for all other expenses associated with participation or attendance (including without limitation to hotel accommodation, other surface transportation, other meals not listed above, and other incidentals (e.g., miscellaneous room charges, phone, parking, tolls, mileage, gratuities, etc.).

The amounts listed above give an approximate fair market value of the meals that Microsoft will provide you. Those amounts are listed for your convenience to help with any reporting requirements you may have. Those amounts are not spending allowances. For example, if the participant chooses to skip a meal served at the event, any costs he/she incur to obtain an alternative meal will not be reimbursed.

Microsoft prohibits corruption of government officials and the payment of bribes or kickbacks of any kind, whether in dealings with public officials or individuals in the private sector. Please review our corporate Anti-Corruption . It is the intent of Microsoft that its assistance with travel and logistics and offering the gift items be in compliance with all applicable laws, regulations, and ethics rules regarding gifts and

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donations. It is also Microsoft's intent that this assistance be for the use and benefit of your organization, not the personal use or benefit of any employee of your organization. Microsoft provides this assistance with travel and logistics and offering the gift items without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for providing this invitation. Microsoft provides this invitation with the understanding that it will not as a result of such assistance be prohibited from any procurement opportunities or be subject to any reporting requirements. Finally, acceptance imposes no obligation on your organization to acquire or use any Microsoft products or services.

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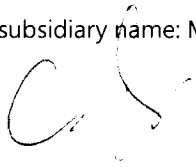
Request for MOEE for the Division/Schools:

May we also request the division/school/participant that other travel, accommodation and incidental expenses of the participant to be charged against school or local funds subject to the usual accounting and auditing rules and regulations of the respective offices.

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To signify your approval, kindly sign this letter and have the scanned copy emailed to b-grco@microsoft.com on or before **April 12, 2017**. Should you have questions, please do not hesitate to email us at \_\_\_\_\_ or call us at (02) 860-8647.

Thank you and looking forward to you support!

Regards,	Approved:
Name: Clarissa S. Segismundo	Approver name:
Title: Education Programs Lead	Approver Title:
Microsoft subsidiary name: Microsoft Philippines	Signature:
Signature: 	Date: