ATTENDANCE 3-DAY TRAINING MICROSOFT AMBASSADORS 2019

To: Public Schools District Supervisors  
   School Head – Magsaysay Elementary School  
   School Head – Dawis National High School  
   Stephen R. Pascual – IT Officer  
   Xavier Fuentes – SEPS Planning  
   Eleser Mateo – EPS II  
   Myleen Robinos – PDO II

1. Attached is regional memorandum dated April 12, 2019 Re: 3-Day Training for Microsoft Education Ambassadors 2019. Requesting the following teachers and personnel who has been selected to join the Microsoft Ambassadors Program to attend a 3-day training on Train the Trainer for Teaching with Technology to be held on April 24 to 26, 2019 at the University of Mindanao – Bolton Branch.

2. The following teachers and personnel of Digos City Division are requested to attend, to wit:
   1. Darlene D. Pascual – Teacher I, Dawis NHS  
   2. Jimmy Laranjo – Teacher I, Ramon Magsaysay CES  
   3. Myleen Robinos – PDO II  
   4. Eleser Mateo – EPS II  
   5. Xavier Fuentes – SEPS  
   6. Stephen R. Pascual – IT Officer

3. Meals for the duration of the training of the participants, to include lunch, morning and afternoon snacks will be provided by Microsoft Phils., while transportation expenses of all participants and board and lodging are chargeable against local funds subject to usual COA rules and regulations.

4. Teacher-participants are entitled to 3-day Service Credits.

5. For information and immediate dissemination to all concerned personnel.

WINNIE E. BATOON, Ed.D
Office of the Schools Division Superintendent

Encls: DepEd Memo
References: To be indicated in the Perpetual Index under the following subjects: ICT Training
MEMORANDUM

To : All Schools Division Superintendents

Subject: 3-DAY TRAINING FOR THE MICROSOFT EDUCATION AMBASSADORS 2019

Date : April 12, 2019

Pursuant to a letter received from Microsoft Philippines dated April 5, 2019, this Office is informed about the Division Qualifiers to the Microsoft Education Ambassadors (MEA) Program 2019 from all the SDOs region-wide per enclosed attachment. A total of 124 Qualifiers with the Division of Compostela Valley taking the lead in numbers, were chosen from among the 220 applicants region-wide. This MEA Program, in partnership with Microsoft Phils., is another significant platform for the professional development of our educators for greater impact in teaching and learning. The MEAs are serving as trainers of their co-teachers and students on the use of technology in the classroom.

Anent to the above, there will be a 3-day training on Train the Trainer for Teaching with Technology to be held on April 24-26, 2019 at the University of Mindanao-Bolton Branch, Davao City.

Participants to the training are the 2019 MEA Qualifiers listed on Appendix A of this Memorandum. Meals for the duration of the training of all the participants, to include lunch, morning and afternoon snacks, will be provided by Microsoft Phils., while transportation expenses of all participants and board and lodging of those who are non-Davao City residents are chargeable against School MOOE or Division local funds, as the case maybe, subject to COA rules and regulations.

This Memorandum shall serve as the Authority to Travel of the participants. Teacher qualifiers are entitled to 3-day Service Credits. The HR personnel of the SDO shall facilitate the processing of the Service Credits upon submission of the filled-out Form 48 by the participants.

Immediate and widest dissemination of this memorandum is desired.

Enclosed: As Stated.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

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Date of Effectivity : February 15, 2019
April 5, 2019

Atty. Alberto T. Escobarte  
Regional Director  
Department of Education – Region XI

Dr. Evelyn R. Fetalvero  
OIC – Asst. Regional Director  
Department of Education – Region XI

Through:

Ricardo Guinto  
Regional ITO  
Department of Education – Region XI

Addressed: Division office of the Respective Attendees

Re: 3-day training for the Microsoft Education Ambassadors Program 2019

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 are able to 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 24 to 26 2019 at the University of Mindanao – Bolton Branch.

Please refer to the Appendix A attached at the end of this letter for the list of qualified Microsoft Education Ambassadors Program 2019.

At Microsoft, we value the participation of our educators at key functions such as this and would like to shoulder their training content 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 10 to 12, 2019 valued at an estimated value of 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 other surface transportation, accommodation, other meals not listed above, and other incidentals.)

The amounts listed above give an approximate fair market value of the meals that Microsoft will provide you. These
Appendix A. List of qualified Microsoft Education Ambassadors from Department of Education Region XI

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