



Microsoft Philippines  
 8/F Ayala 6750 Office Tower, 6750 Ayala Avenue  
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 www.microsoft.com/philippines



8 April 2016

**Francis Cesar B. Bringas**  
 Schools Division Superintendent

Agustin P. Laban III  
 OIC ASDS  
 Assistant/s Schools Division Superintendent

Division of Baguio City  
 Department of Education

**To: Concerned Principals and School Heads**

**For your information. Participation to said activity is voluntary.**

**FRANCIS CESAR B. BRINGAS, CESO VI**  
 Schools Division Superintendent

**Re: Teaching with Technology Training for Microsoft Education Ambassadors**

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 who have been accepted to the Microsoft Education Ambassadors' program to attend a **3-day training on Teaching with Technology** to be held on **April 14-16, 2016** at the **University of the Cordilleras, Baguio City.**

Name	School/Organization	Division Office
Ortiz Marie Grace	Irisan National High School	Baguio City
Joseph Jermaine Jamisola	Baguio National High School	Baguio City
Kevindale Ligtinen	Baguio city national high school	Baguio City
Eva Layagan	Baguio city national high school	Baguio City
Jeany Dupo	Pines city National High School	Baguio City
Joe Jayson Caletena	City of Batac National High School	Batac City
Aldwin Costales	Tuguegarao North Central School	Cagayan Valley
Brigido James	Bacarra Comprehensive National High School	Ilocos Norte
Joemark Colobong	Solsona National High School	Ilocos Norte
Gracey Santiago	Sta. Rosa NHS	Ilocos Norte
Joey Balicao	Sarrat National High School	Ilocos Norte
Jun Howard Rioveros	Department of Education Division office of La Union	La Union
Rodel Miniano	Paraor National High School	La Union

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Maricel Dulatre	Ambangonan Elementary School	La Union
Maribel Laroya	Bacsil Elementary School	La Union
Romel Ugay	Tubao Elem School	La Union
Lioda Elaine Tibong	Department of Education Division of Mountain Province	Mountain Province
Philip Balagtey	Mountain Province State Polytechnic college	N/A
Chrisando Paza	Benguet State University	N/A
Frevy Orenca	Benguet State University	N/A
Cornelio Lina	Muñoz National High School	Nueva Ecija
William Balala	Muñoz National High School	Nueva Ecija
Ronnie Absalon	Pangasinan National High School	Pangasinan 1
MARDY MARARAC	Irene Rayos Ombac High School	Pangasinan 1
Cezar Olarte	Pilar National High School	Pangasinan 1
Carl Michael Bandong	Pangasinan National High School	Pangasinan 1
Virgilio Jr. Mendoza	Caviernesan Elementary School	Pangasinan 1
Allan Catabay	Bani National High School	Pangasinan 1
Ronilyn Benitez	Calasiao Comprehensive NHS	Pangasinan 1
Marilyn Roxas	Pangasinan National High School	Pangasinan 1
Brando Torio	Irene Rayos National High School	Pangasinan 1
Christian Roy Melad	Department of Education Region II	Region 2
Mc Allen Reonel Sebastian Cacaho	Department of Education Division of Tuguegarao	Tuguegarao City

At Microsoft, we value the participation of our educators at key functions such as this, and would like to shoulder their accommodation\* 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:

- \*Lodging for those participants located **ONLY** in **Angeles city, La Union, Ilocos Norte, Mountain Province, Nueva Ecija, Pangasinan and Tuguegarao** from April 13 – 16, 2016 with an estimated value of **PHP 2,000 per night/attendee** at Baguio City.

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- Training meals for all the attendees from April 14-16, 2016 valued at **PHP 700/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, other meals not listed above, and other incidentals (e.g., miscellaneous room charges, phone, parking, tolls, mileage, gratuities, optional hotel amenities not included in the covered room rate, etc.)).

The amounts listed above give an approximate fair market value of the meals and lodging 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.

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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 [policy](#). 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 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.

To signify your approval, kindly sign this letter and have the scanned copy emailed to [b-grco@microsoft.com](mailto:b-grco@microsoft.com) on or before April 12, 2015. Should you have questions, please do not hesitate to email us at [b-grco@microsoft.com](mailto:b-grco@microsoft.com) or call us at (02) 860-8647.

Thank you and looking forward to you support!



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