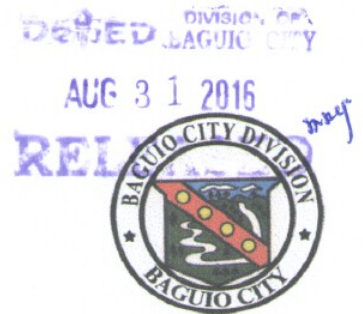




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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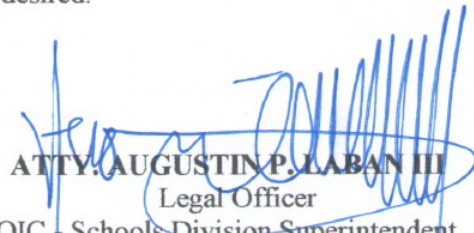
DIVISION MEMORANDUM

No. 248 S. 2016

Invitation to Submit Narratives of Teachers for World Teacher's Day (WTD) Forum

To: Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads

1. This is in reference to the electronic mail addressed to the Regional Director dated August 22, 2016 given by the DepEd Section for Educational Innovation and Skill Development, Bangko on the invitation to submit narratives of teachers for WTD forum to be held on October 5-6, 2016 at Bangkok, Thailand.
2. The WTD theme this year is "*Valuing Teachers, Improving their Status*".
3. Please be guided with the following specifications of submission:
 - a. Narrative write-up – 100-200 words (word document)
 - b. 1 to 2 digital images. The image must be suitable for 4-color print. Image size details (JPEG format) are as follows:
 - i. 1240 pixels x 1748 pixels; or
 - ii. A6 dimension at 300 dpi resolution (file size at 6 mb)
 - iii. Minimum file size 6 mb – maximum 8 mb
 - iv. Please note, if the image is taken with a phone camera, please extract the full size image to computer (transferring image via phone apps will drastically reduce
 - v. Submission e-mail subject: WTD Bangkok 5-6 Oct Narratives Submission
 - vi. Labeling of the file names:
 1. For word document, please name the file "WTD_2016_teacher-name" (e.g. "WTD_2016_Mr.Hamid")
 2. For image file, please name the file "WTD_2016_teacher-name_01 (the second image file name will be "WTD_2016_teacher-name_02")
 - vii. Submission date: September 5, 2016
 4. For clarifications, email to Ms. Mun Yee Lee at my.lee@unesco.org
 5. For submission of narratives, e-mail to Ms. Mikyung Seo at m.seo@unesco.org
 6. Immediate dissemination of this memorandum is desired.


ATTY. AUGUSTIN P. LABAN III
Legal Officer
OIC - Schools Division Superintendent