



DIVISION ENDORSEMENT

Date: November 15, 2017

Re: Microsoft Education Ambassadors National Gathering – November 22, 2017

To: Education Program Supervisors Concerned
Public Schools District Supervisors Concerned
School Heads of: Baguio City High School,
Pines City National High School and;
Bakakeng National High School
All Others Concerned

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1. Pursuant to the invitation from Microsoft dated November 3, 2017 regarding the Microsoft Education Ambassadors National Gathering, this office would like to inform the MEA ambassadors in our schools division regarding the aforementioned activity.
 2. The activity will be held at SMX Aura, Taguig City, Metro Manila Philippines on November 22, 2017.
 3. This national convention aims on strengthening the community, cascading the latest tools and trainings on teaching with technology, and to further equip ambassadors with the proper content to be brought back to their schools and community.
 4. The ambassadors invited in our Schools Division are the following:

Ambat, Warren	Baguio City High School
Basingan, Adoniram Douglass	Bakakeng National High School
Dupo, Jeany	Pines City National High School
Jamisola, Joseph Jermaine	Baguio City High School
Layagan, Eva	Baguio City High School
Ligtinen, Kevindale	Baguio City High School
Mendoza, Estelito	Baguio City High School
Oliva, Christopher David	Deped Division Office - Baguio
 5. Should the Microsoft Education Ambassador invited decided to attend, the hosts of the event requests that the transportation, accommodation and other incidental expenses be charged to school local funds subject to the usual accounting rules and regulations. The meals, kits and apparel during the activity shall be shouldered by Microsoft, Philippines, Inc.
 6. The participants, if they decide to attend and has been approved by their immediate superiors, are expected to be at the venue of the activity on November 22, 2017 at 8:00 AM.
 7. Please be guided accordingly.


FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent

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November 3, 2017

Federico P. Martin, EdD, CESO VI
Schools Division Superintendent
Division of Baguio City
Department of Education

RE: Microsoft Education Ambassadors National Gathering – November 22, 2017

Through the years, Microsoft Philippines has worked closely with the Department of Education, Education institutions and private schools and organizations in bringing together innovative educators to further progress and support the empowerment of teachers and students through the proper use of technology for future-ready skills.

Through one of our banner programs, **the Microsoft Education Ambassadors Program**, we are able to bring together educators and individuals who have been qualified and empowered with the right set of skills in delivering a portfolio of trainings on teaching with technology. To date, we have reached over 150,000 teachers nationwide through our various training programs on digital literacy and ICT integration in teaching, .

On **November 22, 2017 at SMX Aura, Taguig City, Metro Manila Philippines**, we are gathering all our Microsoft Education Ambassadors for a national convention with the goal of strengthening the community, cascading the latest tools and trainings on teaching with technology, and to further equip these leaders with the proper content to be brought back to their schools and community.

At Microsoft, we value the participation of our educators at key functions such as this and would like to shoulder their **meal expenses** during the conference proper. 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 and or your organization. If permitted, we would be pleased to shoulder the following expenses for the attendee:

- Meals for all the attendees during the conference valued at approximately PHP 1,400/attendee.
- Microsoft Ambassador Apparel approximately valued at PHP 500/attendee.

Please note that Microsoft will not be providing any reimbursements to the participant for any other 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 accommodation, 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 that Microsoft will provide you. Those amounts are listed for your convenience to help with any reporting requirements you may have.

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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 [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.

Request for MOEE for travelling participants:

Should the Microsoft Education Ambassador decide to attend, 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. The full list of the invited Microsoft education ambassadors from DepEd and their corresponding offices can be seen in the **appendix** of this letter request.

Should you have questions, please do not hesitate to email us at b-grco@microsoft.com or call +63 2 860-8647

Thank you and we are looking forward to you support!

Warm regards,


Clarissa S. Segismundo
Education Programs Lead
Microsoft Philippines

Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City

November 15, 2017

For information and dissemination. Participation to said activity is voluntary.


FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent

Last Name	First Name	School Name	Division Office	Regional Office
Ambat	Warren	Baguio City National High School	Baguio City	CAR
Basingan	Adoniram Douglass	Bakakeng National High School	Baguio City	CAR
Dupo	Jeany	Pines City National High School	Baguio City	CAR
Jamisola	Joseph Jermaine	Baguio City National High School	Baguio City	CAR
Layagan	Eva	Baguio City National High School	Baguio City	CAR
Ligtinen	Kevindale	Baguio City National High School	Baguio City	CAR
Mendoza	Estelito	Baguio City National High School	Baguio City	CAR
Oliva	Christopher David	Deped Divison Office - Baguio	Baguio City	CAR
Lacuesta	Estrelita	Deped Divison Office of Kalinga	Kalinga	CAR
Tibong	Loida Elaine	Deped Division office of Mt. Province	Mt. Province	CAR
Likigan	Laureen	Regional Offfice of CAR	Regional Offfice of CAR	CAR
Yago-an	Jumar	Deped Regional Office of CAR	Regional Offfice of CAR	CAR
Gamboa	Rhomar	Cudal National High School	Tabuk City	CAR
Dimaano	Silver Ian	Deped Divison Office of Apayao	Apayao	CAR
Benson	Roy	Deped Central office	Central Office	Central
Macariola	Miguel Karlo	DepEd - Central office	Central Office	Central
Urbano	Elizabeth	DepEd - Central office	Central Office	Central
Mesa	Andrian	Makati High School	Makati City	NCR
Bunagan	Felix	Bangkal High School	Makati City	NCR
Climacosa	Elaine	Tibagan High School	Makati City	NCR
Engana	Edwin Haniel		Makati City	NCR
Gumangan	Maribel	Benigno "Ninoy" S. Aquino High School	Makati City	NCR
Rivera	Eunice	Benigno "Ninoy" S. Aquino High School	Makati City	NCR
Manucduc	Gilbert	Deped Divison Office - Malabon	Malabon City	NCR
Verbosidad	Gerarld	Mambog Elementary School	Malabon City	NCR
Bonifacio	Andres	Panghulo National High School	Malabon City	NCR
Chua	Jomar	Panghulo National High School	Malabon City	NCR
Francisco	Jude Chris	Panghulo National High School	Malabon City	NCR
Jabon	Maria Aurea	Panghulo National High School	Malabon City	NCR
Mesina	Ana Lisa	Deped Divison Office - Malabon	Malabon City	NCR
Uy	Jasmin	Panghulo National High School	Malabon City	NCR
Mercado	John Darryl	Mataas na Paaralang Neptali Gonzales	Mandaluyong	NCR
Reyes	Dorothy Grace	Andres Bonifacio Integrated School	Mandaluyong	NCR
Santos	Ramona	City of Mandaluyong Science High School	Mandaluyong	NCR
Catabay	Carmela	Hermenegildo J. Atienza Elementary School	Manila	NCR
Contreras	Ezekiel	Raja Soliman Science and Technology High School	Manila	NCR
Dolosa	Jason	Victorino Mapa High School	Manila	NCR
Dostilla	Mark William	Antonio J. Villegas Vocational High School	Manila	NCR
Peralta	Kevin	Victorino Mapa High School	Manila	NCR
Suñer	Lou Leonard	Antonio J. Villegas Vocational High School	Manila	NCR
Dela Cruz	Mona	Fortune Elementary School	Marikina City	NCR
Estigoy	Kevin David	Concepcion Integrated School	Marikina City	NCR
Celestial	Reynaldo	Fortune Elementary School	Marikina City	NCR
Gatdula	Janel	Malanday Elementary School	Marikina City	NCR
Malesido	Sheila Mae	Sta. Elena High School	Marikina City	NCR
Velasco	Marilyn	Kaunlaran High School	Navotas City	NCR
Balverde	Grace	Kaunlaran High School	Navotas City	NCR
Galangue	Rogelio	Kaunlaran High School	Navotas City	NCR
Hablo	Restituto	Kaunlaran High School	Navotas City	NCR
Regudo	Michael	Novaliches Elementary School	Novaliches	NCR
Bruno	Leonardo	Timoteo Paez Elementary School	Pasay City	NCR
Cabela	Jonel	Pinagbuhatan High School	Pasig City	NCR
Garido	Haidee	Pinagbuhatan High School	Pasig City	NCR
Santos	Catherine	Pinagbuhatan High School	Pasig City	NCR
Galoy	Cerina	Buting Senior High School	Pasig City	NCR