



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division
Superintendent**

November 4, 2019

Division Memorandum

No. *712* s. 2019

PARTICIPATION TO RECOGNITION DAY FOR MICROSOFT EDUCATION AMBASSADORS

To : Michael Benedict L. Emperador – Manticao CS
Jemuel G. Solana – Tagoloan NHS
Gloreen T. Alejandrino – Sugbongcogon NHS
Raymund K. Laurie – Magkarila ES
Kristine Honey Leigh J. Inot – Initao NCHS
Emma Concepcion T. Sogo-an - Dr. Gerardo Sabal Memorial NHS
Freddiejun T. Delig – Division Office
Jobert S. Sogoan - Dr. Gerardo Sabal Memorial NHS
John Rhy L. Molo – Sta. Ines NHS
Alexis V. Larosa – Alubijid NCHS

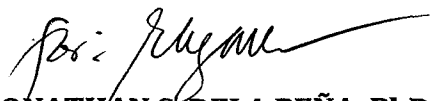
You are hereby requested to attend the Microsoft Education Ambassadors Program Recognition Day on December 7, 2019 at Seda Centrio, Cagayan de Oro City.

Microsoft shall shoulder the following expenses for the attendee:

- Lunch for all the attendees on December 7, 2019.
- Microsoft Education Ambassador apparel.

Travel and other allowable expenses of participants relative to the conduct of the activity shall be charge against School MOOE / Local funds subject to the usual auditing rules and regulations.

Wide and immediate dissemination of this Memorandum is desired.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

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November 28, 2019

Jonathan S. Dela Peña, PhD, CESO V
Schools Division Superintendent

Division of Misamis Oriental
Department of Education

Re: Recognition day for Microsoft Education Ambassadors

For the past few years, our distinguished Microsoft Education Ambassadors from the Philippines have trained over 200,000 educators in the Philippines on the proper use of technology for teaching and learning. It is a great milestone that we would want to acknowledge and recognize as we continuously work together in empowering more teachers, schools and students.

In line with this, we would like to request the presence of the following Microsoft Education Ambassadors from your division to attend a recognition event this coming **December 7, 2019 at Seda Centrio, Cagayan de Oro**, Philippines from 9:00am to 03:00pm. *The full list can be seen in Appendix A.*

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:

- Lunch for all the attendees on **December 7, 2019** valued at an estimated value of **PHP 950/day/attendee.**
- Microsoft Education Ambassador apparel valued at **PHP 1000/attendee.**

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. 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.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or

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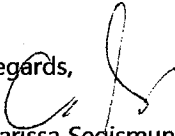


favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

To signify your approval, kindly sign this letter and have the scanned copy emailed to v-graco@microsoft.com or before **December 6, 2019**. Should you have questions, please do not hesitate to email us at msmeaph@microsoft.com or call us at (02) 860-8647.

Thank you and looking forward to you support!

Regards,



Clarissa Segismundo
Education Programs Lead
Microsoft Philippines

Appendix A: List of Microsoft Education Ambassadors for Cagayan de Oro Batch 2

Name	School	Division office
Beverly Anne Nicolason	Mambuaya National High School	Cagayan de Oro City
Roxanne Fuentes	Gusa Elementary School	Cagayan de Oro City
Clarinda Banluta	Malasag elementary school	Cagayan de Oro City
Crysler Galorport	Macasandig National High school	Cagayan de Oro City
Cupid Alon Salvacion	Canitoan Elementary School	Cagayan de Oro City
Rafael Silagan	Tablon National High School	Cagayan de Oro City
Nolan Alvear	Gusa Regional science high school	Cagayan de Oro City
Maydafa Cheryl Carlos	Puerto elementary school	Cagayan de Oro City
Katie Estrada	Canitoan Elementary school	Cagayan de Oro City
Arlene Pasol	Lumbia Central School	Cagayan de Oro City
Hazel Lyn Toloy	Indahag National high school	Cagayan de Oro City
Sherrie Dungog	Deped Division of El Salvador City	El Salvador City
Jessica Marie Ramos	Bolisong Elementary School	El Salvador City
Edward Taruc	Sergio P. Cerujales Jr. National High School	Lanao del Norte
Cliff Suaring	Samburon Elementary School	Lanao del Norte
Rolando Sudario	Bangcud National High School	Malaybalay city
Michael Benedict Emperador	Manticao Central School	Misamis Oriental
Jemuel G. Solana	Tagoloan National High School	Misamis Oriental
Gloreen Alejandrino	Sugbongcogon National High School	Misamis Oriental
Raymund Laurie	Magkarila Elementary School	Misamis Oriental
Kristine Honey Leigh J Inot	Initao National Comprehensive High School	Misamis Oriental
Emma Concepcion Sogo-an	Dr. Gerardo Sabal Memorial National High School	Misamis Oriental
Freddiejun Delig	Deped Division of Misamis Oriental	Misamis Oriental
Jobert S. Sogoan	Dr. Gerardo Sabal Memorial National High School	Misamis Oriental
John Rhy Molo	Sta. Ines National Hgih School	Misamis Oriental
Alexis Larosa	Alubijid National Comprehensive High School	Misamis Oriental