



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
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DIVISION MEMORANDUM 214

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July 14, 2015

**To :** NORVEN BAYLAN, MOGCHS

**From :** CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

**Subject:** 1-DAY TRAINING AND GRADUATION FOR MICROSOFT EDUCATION  
AMBASSADORS

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You are hereby requested to attend the "Microsoft Education Ambassadors 1-Day Training & Recognition Night" to be held on July 25, 2015, 9am-9pm at Malberry Suites, Cagayan de Oro City.

Please read succeeding pages for your guidance.

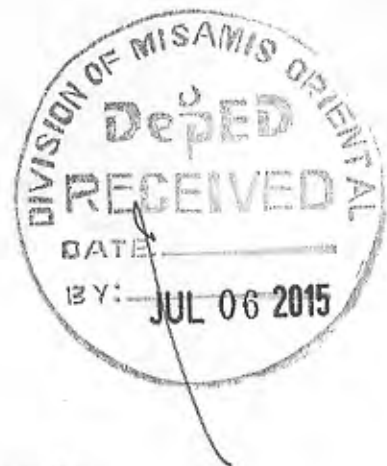
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1 July 2015

**Dr. Cherry Mae L. Limbaco**  
Division Superintendent  
Office of the Schools Division Superintendent  
Division of Misamis Oriental



Re: 1-Day Training and Graduation for Microsoft Education Ambassadors

**Dear Ms. Limbaco,**

We would like to invite the following teachers to attend the "**Microsoft Education Ambassadors 1-Day Training & Recognition Night**" to be held on July 25, 2015, 9am-9pm at Malberry Suites, Cagayan de Oro City.

NO.	NAME	SCHOOL	Division
1	Norven Baylan	Misamis Oriental General Comp. High School	Misamis Oriental
2	Christina Bonachita	Tagoloan Community College	Misamis Occidental
3	Myrna Palomas-banabana	Macabalan Elem. School	Cagayan De Oro
4	Patricio Sambaan Jr.	Macabalan Elem. School	Cagayan De Oro
5	Grover Asequia	Balongkot Elementary School	Cagayan De Oro
6	Nancy travero - Rubin	Camp Evangelista Elem. School	Cagayan De Oro
7	Amparo Sanchez	Cugman Elem. School	Cagayan De Oro
8	Sheiryl Acedera Romea	Cugman Elem. School	Cagayan De Oro
9	Cristery Agawin	Impasugong National High School	Bukidnon
10	Jessica Joy Diolanto Hinacay	City Central School	Cagayan De Oro
11	Edna Miranda	North City Central School	Cagayan De Oro

12	Anacleto Padilla Villaceran Jr.	Tungawan National High School	Zamboanga Sibugay
13	Vivian Echalico	Misamis Occidental National High School	Oroquieta
14	Dina Bantug	Camaman-an Elem. School	Cagayan De Oro
15	Robert Paul Atasan	Salay National High School	Cagayan De Oro
16	Michael Ecoben	City Central School / DepED	Cagayan De Oro
17	Edalyn Olis	Lanao Del Norte National Comprehensive High School	Lanao Del Norte
18	Rótsen Villanueva Escorial	Kapatagan National High School	Lanao Del Norte
19	Santiago III Binaoro Metillo	DepED, Division of Oroquieta City Burgos Elem. School	Oroquieta
20	Jonathan Agawin	DepED - Macapari National High School	Bukidnon
21	Marichelle Saga	North City Central School	Cagayan De Oro
22	Jecson Oafallas	Union Elementary School	Tagum City
23	Shateen Serana	Bungiao National High School	Zamboanga City

At Microsoft, we value the participation of our educators at key functions such as this, and would like to shoulder for the travel and lodging expenses of the ambassadors.

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 for the following expenses for the attendee:


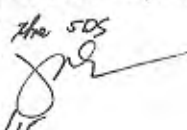
- 2-way boat, bus, plane expenses with value in php per attendee, as follows: within Cagayan De Oro City – P300 | Misamis Oriental, Bukidnon, – P600 via bus | Lanao Del Norte, Misamis Occidental - P 1000 via bus | Tagum City, Oroquieta Zamboanga and Zamboanga Sibugay – 1800 to 2000, via bus. Travel expense is subject to liquidation but total amount should not be more than the above capped amount. Other land travel costs to be charged to participant/School MOOE.
- For Bukidnon, Oroquieta, Lanao Del Norte, Misamis Occidental, Tagum City, Zamboanga City and Zamboanga Sibugay only- Lodging for the event with an approximate value of 1,500 php per attendee per night.
- For Bukidnon, Oroquieta, Lanao Del Norte, Misamis Occidental, Tagum City, Zamboanga City and Zamboanga Sibugay only – Meal allowance of up to P200.00/day for the night before and the day after the training shall be provided. This is subject to liquidation.

- Meals with approximate value of 1,950 php per attendee for the day of the training for all the participants.
- Attendee giveaway with an approximate value of 800 php per attendee

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 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 [b-grco@microsoft.com](mailto:b-grco@microsoft.com) on or before July 6, 2015. Should you have questions, please do not hesitate to email me at [clarissa.segismundo@microsoft.com](mailto:clarissa.segismundo@microsoft.com) or call +632 8608685.

Thank you and looking forward to you support!

<p>Regards,</p> <p>Name: Clarissa S. Segismundo</p> <p>Title: Education Programs Lead</p> <p>Microsoft subsidiary name: Microsoft Philippines</p> <p>Signature: </p>	<p>Approved:</p> <p>Office Of the Schools Division Superintendent Department Of Education, Division of Misamis Oriental</p> <p>Approver name: Dr. Cherry Mae L. Limbaco</p> <p>Approver Title: Division Superintendent</p> <p>Signature: <i>for the SOS</i> </p> <p>Date: 07/16/15</p>
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