

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

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TRAVEL ORDER  
No. \_\_\_\_\_ s, 2017

TO: **MICROSOFT EDUCATION AMBASSADORS OF THE  
SCHOOLS DIVISION OF NEGROS ORIENTAL**  
(See attached List of Microsoft Education Ambassadors)

PURPOSE: To attend the Microsoft Education Ambassadors National Gathering  
at SMX Aura, Taguig City, Metro Manila Philippines

DATE OF TRAVEL: November 22, 2017

ALLOWED/ CHARGED TO: (Chargeable to Division/School MOOE subject to  
availability of funds and to the usual accounting and auditing rules  
and regulations)

\_\_\_\_\_: Registration/ Transportation and other incidental expenses  
\_\_\_\_\_: Transportation  
\_\_\_\_\_: Per Diems  
\_\_\_\_\_/\_\_\_\_\_: Transportation, accommodation & other incidental expenses

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC- Office of the Assistant Regional Director  
Concurrent Schools Division Superintendent  
10. 11/17/17

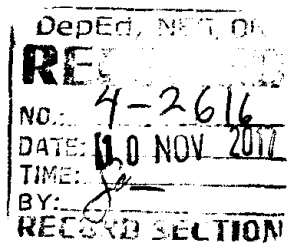
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Microsoft Philippines  
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1200 Makati City, Philippines  
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www.microsoft.com/philippines



November 3, 2017

**SALUSTIANO T. JIMENEZ, CESO VI**  
**OIC - Office of the Asst. Regional Director**  
**Concurrent, Schools Division Superintendent**  
**Division of Negros Oriental**



**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.

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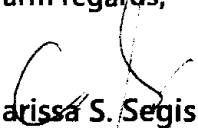
Request for MOEE for travelling participants:

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](mailto: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

Baculi	Felix		Mandaue City	Region VII
Alabata	Reynante	Dauin National High School	Negros Oriental	Region VII
Alcala	Jessie		Negros Oriental	Region VII
Barron	Ray Anthony	Maloh Central School	Negros Oriental	Region VII
Bulibuli	Gale Angeli	La Libertad Technical - Vocational School	Negros Oriental	Region VII
Cabrera	Elmar	Tayasan National Senior High School	Negros Oriental	Region VII
Calingacion	Wendell	Tubigon National High School	Negros Oriental	Region VII
Dela Cruz	Leila	Mag-aso Elementary School	Negros Oriental	Region VII
Elmaco	Regina Clarina	Ayungon National High School	Negros Oriental	Region VII
Eltanal	Ruth Marie	Santiago Delmo Memorial High School	Negros Oriental	Region VII
Elumir	Pilita	Santiago Delmo Memorial High School	Negros Oriental	Region VII
Estrellado	Jeanalyn	Basay National High School	Negros Oriental	Region VII
Gemina	Joseph	DepEd Divison Office of Negros Oriental	Negros Oriental	Region VII
Habalo	Dae		Negros Oriental	Region VII
Lajot	Louelyn	Casiano Z. Napigkit National High School	Negros Oriental	Region VII
Lajot	Nathaniel	Casiano Z. Napigkit National High School	Negros Oriental	Region VII
Luyas	Rosalene	Elias R. Macias Memorial Elem. School	Negros Oriental	Region VII
Macahig	Carlisle	Fatima Elementary School	Negros Oriental	Region VII
Pialago	Claire Anne	Felipe Tayko Memorial School	Negros Oriental	Region VII
Reyes	Charmaine	La Libertad Technical - Vocational School	Negros Oriental	Region VII
Rivera	Lolita	Siaton National High School	Negros Oriental	Region VII
Sangilan	Little Beth	La Libertad Technical - Vocational School	Negros Oriental	Region VII
Siplon	Chariss	Sibulan National High School	Negros Oriental	Region VII
Uy	Jefferson	San Jose Provincial High School	Negros Oriental	Region VII
Bacolod	Jason	Sumlairing national high school	Negros Oriental	Region VII
Mariñas	Jose	DepEd Division Office of Tagbilaran City	Tagbilaran	Region VII
Palac	Memita	Tagbilaran City Science High School	Tagbilaran	Region VII
Jagdon	Johnnyline	DepEd Regional Office 7	Region 7	Region VII
Micabani	Mitchelin	DepEd Regional Office 7	Region 7	Region VII
Ballon	Gary	DepEd Divison Office of Calbayog	Calbayog	Region VIII
Devesfruto	Aiko Mae	Sulat National High School	Eastern Samar	Region VIII
Alvarez	Von	San Agustin National High School	Leyte	Region VIII
Animos	Sidney Mark	Abuyog South Central School	Leyte	Region VIII
Baltero	William	Isabel National Comprehensive School	Leyte	Region VIII
Bernal	Eugene Paul	Asuncion S. Melgar National High School	Leyte	Region VIII
Boholano	Ronel	DepEd Division Office - Leyte	Leyte	Region VIII
Cabidog	Flor	Guinarona Elementary School	Leyte	Region VIII
Cabusbusan	Jonas	Tanawan School of Craftmanship and Home Industries	Leyte	Region VIII
Caicdo	Quimverly	Villahermosa Elementary School	Leyte	Region VIII
Caldosa	Rowena	Atty. Roque A. Marcos Memorial School	Leyte	Region VIII
Castillano	Edrenil	Granja Kalinawan National Highschool	Leyte	Region VIII
Dacillo	Gerald	Capirawan Elementary School	Leyte	Region VIII
De Guzman	Russel James	Teofilo R. Macaso Memorial National High School	Leyte	Region VIII
Dignos	Brian Jesseri	Gutosan Elementary School	Leyte	Region VIII
Dignos	Jenelyn	Malibago Elementary School	Leyte	Region VIII
Durotan	Gemale		Leyte	Region VIII
Fernandez	Ermani	Palo National High School	Leyte	Region VIII
Ferrerias	Ma. Chrischelle	Carigara National High School	Leyte	Region VIII
Firmo	Jane	Calbasag Elementary School	Leyte	Region VIII
Genotiva	Efren	Rawis Elementary School	Leyte	Region VIII
Hinay	Consuelo	Alegre Elementary School	Leyte	Region VIII
Logronio	Jessica	Palo National High School	Leyte	Region VIII
Luna	Nestor	Isabel National Comprehensive School	Leyte	Region VIII
Macalla	Lanilo	Antipolo Elementary School	Leyte	Region VIII
Macalla	Reynaldo	Babatngon Central School	Leyte	Region VIII
Maloooy	Avegail	Barbo Elementary School	Leyte	Region VIII