



SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capital Area, Dumaguete City

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SGOD Office (035) 225 - 6180

May 12, 2016

TRAVEL ORDER

NO. 198, s. 2016

TO : **MR. JASON BACOLOD**
Sumalring National High School

OFFICE : *Division of Negros Oriental*

PURPOSE : *To attend a 3-Day Training on Teaching With Technology*

DATE OF TRAVEL : *May 16-18, 2016*

VENUE/PLACE : *West Visayas State University (Main Campus), Iloilo City*

ALLOWED/CHARGED TO: *(School MOOE funds subject to the usual accounting and auditing rules and regulations)*

 : *Registration/Transportation and other incidental expenses*


 X : *Transportation*

 : *Per Diems*

 : *On official time/business*

 : *Transportation/per diem & other incidental expenses*

Note: Lodging and meals shall be charged to Microsoft Philippines. For details, see attached communication.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
05/13/16

Microsoft Philippines
8/F Ayala 6750 Office Tower, 6750 Ayala Avenue
1200 Makati City, Philippines
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10 May 2016

Lelanie T. Cabrera (OIC)
Schools Division Superintendent

Dexter Y. Aguiar
Asst. Schools Division Superintendent

Division of Negros Oriental
Dumaguete City, Negros Oriental

Re: Teaching with Technology Training for Microsoft Education Ambassadors

Microsoft supports and values the professional development of our educators for greater impact in teaching and learning and part of this commitment is to ensure that we continuously empower those who are able to train their co-teachers and students back. In line with this, we would like to request the presence of the following individuals who have been accepted to the Microsoft Education Ambassadors' program to attend a **3-day training on Teaching with Technology** to be held on **May 16-18, 2016 at The West Visayas State University (Main campus), Iloilo City.**

Mr. Jason Bacolod of Sumlairing National High School

At Microsoft, we value the participation of our educators at key functions such as this, and would like to shoulder their accommodation* 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:

- *Lodging for those participants located **outside Iloilo city/province** from May 15-19**, 2016 with an estimated value of PHP 2,000 per night/attendee at Iloilo City (**upon confirmation)
- Training meals for all the attendees from May 16-18, 2016 valued at **PHP 700/day/attendee** that include morning snacks, lunch, and afternoon snacks.

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, other meals not listed above, and other incidentals (e.g., miscellaneous room

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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 and lodging 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.

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 . 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.

To signify your approval, kindly sign this letter and have the scanned copy emailed to b-grco@microsoft.com on or before May 13, 2016. Should you have questions, please do not hesitate to email us at or call us at (02) 860-8647.

Thank you and looking forward to you support!

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 1200 Makati City, Philippines
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<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>Approver name: LELANIE T. CABRERA, CESA</p> <p>Approver Title: DIC - SDS</p> <p>Signature: </p> <p>Date: 5/13/2016</p>
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MICROSOFT EDUCATION AMBASSADORS PROGRAM
TRAVEL ADVISORY

Travel Itinerary:

Please make your own arrangements for your local land travel from your residence to the training venue and vice-versa. We request that other local land transportation costs that are not covered by Microsoft be charged against the school's MOOE.

Accommodations:

No accommodations shall be provided.

We will be providing accommodation that is room-sharing with other participants on May 15-19, 2016* and will be subject to the confirmation of the participant.

Meals:

AM Snacks, Lunch, PM Snacks will be served in the training venue during the training date

Schedule of Activities

Training sessions start at exactly 8:30 a.m. and will end at 5:00/6:00 p.m. For all participants, please be at the training venue 30 minutes before the start of the session.

What to Bring:

- ✓ Own laptop/2-in-1 Laptop-Tablet Windows Device running on Windows 8 or 8.1 or 10 with Microsoft office 2013/2016 installed
- ✓ Microsoft lanyards for conference ID's.

What to wear:

- ✓ Strictly Smart Casual or Business attire. No t-shirts, short-pants or slippers allowed.

Training Contact Person:

Name: Grace Co, Microsoft

Mobile No: 0917-7003808

Email: b-grco@microsoft.com