

28 September 2024

**Regional Memorandum**  
No. 689 s. 2024




## **PARTICIPATION OF REGION IV-A IN THE NATIONAL TEACHERS' DAY CELEBRATION 2024**

To **Schools Division Superintendents**

1. In compliance with the OM-OUSOPS dated September 11, 2024<sup>1</sup>, this Office, through the Education Support Services Division, hereby invites the selected number of teachers to participate in the conduct of the National Teacher's Day Celebration to be hosted by the National Capital Region on October 3, 2024, Thursday 1:00 PM at Smart Araneta Coliseum, Cubao, Quezon City with the theme: "Together4Teachers."
2. The activity aims to:
  - a. honor the teaching profession by highlighting their crucial role and unwavering dedication.
  - b. provide an opportunity to express profound appreciation to all teachers.
  - c. Inspire future generations to pursue teaching as a noble profession.
3. All Schools Division Offices (SDOs) are requested to send teacher participants preferably secondary and elementary schools whose travel expenses will be charged to their local funds. The allocation of participants is four (4) teachers per SDO from the eighteen (18) city schools division and five (5) teachers from five (5) provincial SDOs. It is reiterated that classes of said teachers shall be arranged in lieu of their participation in the said event.
4. Each SDO shall designate a coordinator who will lead their respective group and coordinate with the Regional Partnership Focal Person (RPPF). Each participant should bring their DepEd ID or School ID together with the printed event ticket which will be presented at the gate of the event venue. The region will provide tickets to the division coordinator before the travel.
5. All participants are requested to wear jeans/denim and a white shirt with a collar.

<sup>1</sup> Conduct of the National Teacher's Day Celebration

6. All schools and offices of the region are encouraged to advocate the NTM and promote public awareness of the celebration and you may display streamers, and download digital files at [https://bit.ly/2024NTM\\_NTD\\_AdvocacyMaterials](https://bit.ly/2024NTM_NTD_AdvocacyMaterials).
7. Each division may coordinate and arrange their transportation to and from the venue and submit attendance sheets to the Regional Partnership Focal Person as they arrive at the venue at Smart Araneta Coliseum, Cubao, Quezon City.
8. Vehicles must be parked at the designated parking areas outside the event venue. Thus, the participants will only be dropped off near the venue. Follow the street signages, traffic enforcers and/or police officers who will guide the traffic and parking designated areas.
9. For easy access and coordination, orientation will be conducted before the travel and coordinators are encouraged to have open access to the group chat in the whole duration of the event.
10. Attached is the OM-OUSOPS-2024 for more details and information for your reference.
11. Travel and other incidental expenses of participants from the region shall be charged to the regional fund while expenses of the schools division and school personnel shall be charged to local funds and other sources subject to usual accounting and auditing rules and regulations.
12. For immediate dissemination and compliance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

cc: 03/ROE3





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY  
**EXTERNAL PARTNERSHIPS SERVICE**

**ADVISORY**

1. This is in reference to the enclosed Office of the Undersecretary of Operations (OUSOPS) Memorandum dated September 10, 2024 on the conduct of the National/World Teachers' Day Celebration on October 3, 2024 at The Smart Araneta Coliseum.
2. As provided in the Memorandum, the Allocation of the participants is distributed among the Regions from Luzon, Visayas and Mindanao.
3. Given the limitations of the venue, the allocation of participants has been streamlined to ensure efficient use of space. Regional delegates will be assigned as follows:

<b>Region</b>	<b>Teacher - Participants</b>
REGION I	50
REGION II	50
REGION III	100
REGION IV-A	100
REGION IV-B	50
REGION V	50
REGION VI	50
REGION VII	50
REGION VIII	50
REGION IX	50
REGION X	50
REGION XI	50
REGION XII	50
CARAGA	50
CAR	50
NCR	7,000
BARMM	50

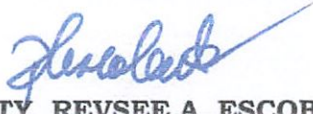
4. The event tickets will be distributed on October 2, 2024 to the Regional Partnerships Focal Person only. No Ticket. No Entry.
5. The Program is scheduled to begin promptly at **1:00 P.M.**
6. All other provisions in the Memorandum shall remain in effect.
7. For more information and inquiries, you may contact the External Partnerships Service at telephone number (02) 8638-8637 and (02) 8638-8639 or email at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

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TO : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**Public and Private Elementary and Secondary School Heads**  
**All Others Concerned**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary

SUBJECT : **CONDUCT OF THE NATIONAL/WORLD TEACHERS' DAY CELEBRATION**

DATE : September 10, 2024

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The Department of Education (DepEd) Central Office (CO) through its External Partnerships Service (EPS) shall conduct the National/World Teachers' Day (NTD/WTD) celebration in accordance with Republic Act (RA) 10743" An Act Declaring the Fifth Day of October of Every Year as National Teachers' Day".

This year, the NTD/WTD celebration shall be hosted by DepEd National Capital region (NCR) to be held at The Smart Araneta, Cubao Quezon City on October 3, 2024, with the theme: *Together4Teachers.*"

The celebration aims to honor the teaching profession by highlighting the crucial role and unwavering dedication of teachers in shaping globally-minded citizens, nurturing family bonds, strengthening communities, and contributing to national development. It also provides an opportunity to express profound appreciation for the positive and transformative influence teachers have on Filipino learners, emphasizing their indispensable contribution to society and inspiring future generations to pursue teaching as a noble vocation.

Travel and other incidental expenses of participants from the region, division and district shall be charged to local funds and other sources subject to the usual accounting and auditing rules and regulations.

Further details on participation are included in Annex A and B for your reference:

1. Annex A: Allocation of Participants
2. Annex B: Administrative Note

For more information, please contact Ms. Jannet F. Labre and/or Ms. Anna Liza Awa-Jorduella of the EPS-Special Event Unit, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [external.partnerships@deped.gov.ph](mailto:external.partnerships@deped.gov.ph), or telephone numbers (02) 8638-8637, 8638-8639.

**ANNEX B****2024 NATIONAL/WORLD TEACHERS' DAY CELEBRATION**

October 3, 2024

The Smart Araneta Coliseum, Cubao, Quezon City

**ADMINISTRATIVE NOTE****I. Allocation of Teachers per Region**

All concerned DepEd Regional Offices (ROs) and Schools Division Offices (SDOs) are enjoined to send teacher-participants to the said event, preferably those divisions that are near the venue.

The table below shows the allocation of participants per region for both public and private teachers:

**ALLOCATION FOR 2024 NATIONAL TEACHERS' DAY CELEBRATION**

October 3, 2024 / The Smart Araneta Coliseum, Cubao, Quezon City

	<b>Teacher - Participants</b>	<b>Regional Director</b>	<b>Assistant Regional Directors</b>	<b>Education Support Services (ESSD) Chief</b>	<b>Regional Partnerships Focal Person (RFPF)</b>
REGION I	50	1	1	1	1
REGION II	50	1	1	1	1
REGION III	150	1	1	1	1
REGION IV-A	150	1	1	1	1
REGION IV-B	50	1	1	1	1
REGION V	50	1	1	1	1
REGION VI	50	1	1	1	1
REGION VII	50	1	1	1	1
REGION VIII	50	1	1	1	1
REGION IX	50	1	1	1	1
REGION X	50	1	1	1	1
REGION XI	50	1	1	1	1
REGION XII	50	1	1	1	1
CARAGA	50	1	1	1	1
CAR	50	1	1	1	1
NCR	9,050	1	1	1	1
<i>Sub Total</i>	<i>10,000</i>	<i>16</i>	<i>16</i>	<i>16</i>	<i>16</i>
<i>Bangsamoro Autonomous Region for Muslim Mindanao (BARMM) Officials and teachers</i>				<i>60</i>	
<i>DepEd Officials, Partners, TWG and other guest</i>				<i>370</i>	
<b>TOTAL</b>				<b>10,494</b>	



## II. Meal Allowance

Funds for meal allowance (lunch) during the event shall be downloaded to DepEd NCR subject to the existing accounting and auditing rules and regulations. The RFPs shall facilitate the distribution of the meal vouchers to the teacher-participants from their respective regions.

## III. Registration / Event Tickets/ DepEd or School IDs

To facilitate the pre-registration process, Regional Offices (ROs) must email a **complete list of their teacher-participants** in an *MS Excel File* to the EPS at ***external.partnerships@deped.gov.ph*** not later than **September 25, 2024** following the format shown in Enclosure 2.

Email subject: **“Region \_\_\_\_\_ List of 2024 NTD Participants.”**

The hard copy of the accomplished Attendance Sheet (signed by each participant) **MUST** be submitted in **three (3) copies** by the Regional Focal Person (RFP) before the conduct of the activity or at the Registration Area on October 3, 2024. The attached Attendance Sheet template prescribed by National Capital Region (NCR) must be used in compliance with their accounting rules and regulations.

For any concern or inquiry regarding the registration, you may contact Ms. Jhoana A. Llana at 0917-8456052 / [jhoana.llana@deped.gov.ph](mailto:jhoana.llana@deped.gov.ph) or Mr. Romeo A. Granadozin at 0926-7535976 / [romeo.granadozin@deped.gov.ph](mailto:romeo.granadozin@deped.gov.ph).

## IV. Regional Focal Persons (RFPs)

Each region should designate their respective RFPs, who will serve as the primary contacts for the organizing team regarding the participant information and other necessary details. Submit the names and contact information of the RFPs to the Registration Committee to facilitate efficient coordination.

## V. Raffle Mechanics

1. All public teachers with plantilla item are entitled to win Minor prizes (pre-drawn)
2. All participants present during the NTD celebration are entitled to win the Major prizes.
3. Teachers who registered beyond the registration cut-off will not be included in the Major Raffle.
4. Minor raffle draw will be conducted prior to the event with the presence of EPS, DepEd NCR and as designated by the Raffle Committee. The winners will be announced during the 2024 NTD celebration.
5. Major raffle draw will take place during the NTD celebration on October 3, 2024 at The Smart Araneta Coliseum. Winners will be determined using the electronic raffle draw.
6. All Major prize winners should be present during the raffle draw announcement to claim their prize. Failure to do so will mean forfeiture and the prize will be raffled off again.
7. Winners must present a valid government-issued ID upon claiming of prizes.
8. A teacher can only win once during the raffle.

## VI. Teachers' Fair

A Teachers' Fair shall be set up at the event venue. The fair shall include exhibits, giveaways, and tokens from our partner stakeholders.

## VII. Schedule of Activities

The gates of the event venue shall open as early as 8:00 a.m. Booths at the Teachers' Fair shall also be open around the same time for the participants to visit once they have arrived at the venue.

**VIII. Certificates of Appearance**

Participants shall be given Certificates of Appearance which will be claimed by the RFPs from the registration committee after the event. The RFPs shall facilitate the distribution of the certificates to the participants from their respective regions.

**IX. Accommodation**

Accommodation of participants is chargeable against local funds subject to accounting and auditing rules and regulations.

**X. Parking Areas**

Due to the limited space of the event venue, vehicles must be parked at the designated parking areas outside the event venue. Thus, the participants may only be dropped off at the designated areas near the venue. There will be street signage, traffic enforcers, and/or police officers that will serve as guide as to where the parking areas are located.

**2024 NATIONAL TEACHERS' DAY CELEBRATION**

Smart Araneta Coliseum, Cubao, Quezon City

October 3, 2024

**REGISTRATION SHEET**

REGION:

No.	SCHOOLS DIVISION OFFICE	NAME OF SCHOOL/OFFICE	NAME OF		DESIGNATION
			LAST NAME	FIRST	
1					
2					
3					
4					
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Page 1

Prepared by:

Approved by:



