



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 26 2024

MEMORANDUM

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC- Chief Education Supervisor, School Governance and Operations Division
All Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is a DepEd Memorandum from the Office of the Undersecretary for Operations, dated September 10, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. This significant event will bring together all public-school teaching personnel from different regions. All schools are enjoined to send teacher-participants to the said event, guided by the allocation given in the previous issuance.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

EVENTS PROGRAM ACTIVITY

CPDV/ CONDUCT OF THE NATIONAL WORLD TEACHERS DAY CELEBRATION

355 /September 25, 2024

UN-2024-355

355




Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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

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, 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

	Teacher - Participants	Regional Director	Assistant Regional Directors	Education Support Services (ESSD) Chief	Regional Partnersh ips Focal Person (RFPF)
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>	
TOTAL				10,494	

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 or Mr. Romeo A. Granadozin at 0926-7535976 / 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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Prepared by:

Approved by:

Dear Sir and Ma'am,

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Details on the participation are included on the attached Memorandum and Administrative Notes for your reference.

For more information, please contact Ms Jannet F. Labre and/or Ana Liza A. Jorduela of EPS through email at externalpartnerships@deped.gov.ph or tel. no. (02) 8638-8637 or 8638-8639.

Thank you.

Very truly yours,
-External Partnerships Service-

Best Regards,

External Partnerships Service

Your feedback matters to us!

We would like to request you to participate in answering the EPS Client Satisfaction Survey. Please click the following link to access the survey: https://bit.ly/EPS_ClientSatisfactionSurvey or you may scan the QR code below.



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