



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**  
SGOD-UM-10-14-2024/ESU

To: Chief ES, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
School Heads of Public Elementary and Secondary Schools  
TLE and TVL Educators  
All Others Concerned

From: By authority of the OIC-Schools Division Superintendent

*perlot*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-In-Charge

Date: October 14, 2024

Subject: **Invitation to the 6<sup>th</sup> POTTE National Convention and 3<sup>rd</sup> POTTE Gawad Parangal sa Natatanging Guro 2024**

1. Relative to the Memorandum No. DM-OUHROD-2022-1970, the Philippine Organization for TLE and TVL Educators, Inc. (POTTE) in partnership with Cebu Technological University, will be conducting the 6<sup>th</sup> POTTE National Convention and 3<sup>rd</sup> POTTE Gawad Parangal sa Natatanging Guro 2024 on December 6-8, 2024 at Cebu Technological University – Main Campus Gymnasium, Cebu City with the theme “Tech-Voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts.”
2. Interested participants may submit Letter of Intent to SGOD-Human Resource Development Section on or before October 31, 2024.
3. Enclosed in this memorandum is the DM-OUHROD-2024-1970 and the invitation letter from POTTE, Inc for more details.
4. For dissemination and guidance.



San Roque, Virac, Catanduanes  
052-8114063  
catanduanes@deped.gov.ph  
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Republika ng Pilipinas

**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**

**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2024-1970**

SOOD OFFICE  
**RECEIVED**  
Date: 10/8/24  
Time: 11:24

**TO : Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

**FROM : WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development, and Office of*  
*the Undersecretary for School Infrastructure and Facilities (SIF)*

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**SUBJECT : INVITATION TO THE 6<sup>th</sup> POTTE NATIONAL CONVENTION and**  
**3<sup>rd</sup> POTTE GAWAD PARANGAL SA NATATANGING GURO**  
**2024**

**DATE : 30 September 2024**

The **Cebu Technological University** in partnership with the **Philippine Organization for TLE and TVL Educators, Inc. (POTTE)** will be conducting the **6<sup>th</sup> POTTE National Convention and 3<sup>rd</sup> POTTE Gawad Parangal sa Natatanging Guro 2024** from 6 to 8 December 2024 at **Cebu Technological University - Main Campus Gymnasium, Cebu City** with the theme "**Tech-voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts**".

*Teachers* associated with the Department of Education may choose to attend the activity, provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For more details, please see the attached communication from the POTTE, Inc. For further clarifications, you may send email at [potte.incorporated@gmail.com](mailto:potte.incorporated@gmail.com) or contact the following numbers: (02) 7987-1356 or 0917-805-3370.

For more details, please see the attached communication from the POTTE, Inc. For further clarifications, you may send email at [potte.incorporated@gmail.com](mailto:potte.incorporated@gmail.com) or contact the following numbers: (02) 7987-1356 or 0917-805-3370.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8637-7206

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	03 20 21	Date	7 of 7





Republic of the Philippines  
Department of Education  
Office of the Secretary

ROUTING SLIP

Physical copy  
 Email

Tracking No. CO-1A-2024-09-11215 Date SEP 16 2024  
Re: REQUEST FOR ISSUANCE OF MEMORANDUM  
admission to inform teachers & school heads  
To: OF THE 6th POTTE Nat'l. Convention

- Office under the Office of the Secretary
  - OSEC-PROPER \_\_\_\_\_
  - EPS \_\_\_\_\_
  - IAS \_\_\_\_\_
  - PAS \_\_\_\_\_
- Administration ("ADMIN") \_\_\_\_\_
- Curriculum and Teaching ("CT") \_\_\_\_\_
- Finance \_\_\_\_\_
- Human Resources and Organizational Development ("HROD") Use Cabral
- Legal and Legislative Affairs ("LLA") \_\_\_\_\_
- Operations ("OPS") Use Escobedo
- Procurement \_\_\_\_\_
- School Infrastructure and Facilities ("SIF") \_\_\_\_\_

Purpose:

- URGENT
- For Information
- For Follow-Up/Monitor
- For Appropriate Action
- For Comment/Recommendation
- For Consideration, based on existing rules and regulations
- For Complete Staff Work (CSW)
- Other Matters \_\_\_\_\_

Notes/Instructions: me

\_\_\_\_\_  
NINA BIANCA D. SANGLAY  
Executive Assistant V



**PHILIPPINE ORGANIZATION FOR TLE AND TVL  
EDUCATORS (POTTE) INC.**

*in partnership with*

**CEBU TECHNOLOGICAL UNIVERSITY**

*Cebu Technological University Gymnasium  
December 6-8, 2024*

**6<sup>TH</sup> POTTE National Convention and  
3<sup>RD</sup> POTTE Gawad Parangal sa Natatanging Guro**

September 16, 2024

DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY  
**RECEIVED**

**TO: SENATOR JUAN EDGARDO "SONNY" ANGARA**  
Secretary of the Department of Education

By: *[Signature]* Time: *3:35PM*  
Doc #: *CO-1A-2024-09-11213*  
SEP 16 2024

**SUBJECT: 6<sup>TH</sup> POTTE NATIONAL CONVENTION and 3<sup>RD</sup> POTTE GAWAD PARANGAL SA  
NATATANGING GURO 2024**  
Venue: Cebu Technological University Gymnasium  
Date: December 6-8, 2024

Peace and good health be unto you!

The **Cebu Technological University** in partnership with the Philippine Organization for TLE and TVL Educators, Inc. (POTTE, Inc.) will host the **6<sup>th</sup> POTTE NATIONAL CONVENTION and 3<sup>rd</sup> POTTE GAWAD PARANGAL SA NATATANGING GURO 2024** on December 6-8, 2024 at **Cebu Technological University- Main Campus Gymnasium, Cebu City.**

Anchored on the theme, **"Tech-voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts"**, this program aims to empower educators and trainers in the fields of Home Economics, Information and Communication Technology (ICT), Industrial Arts, and Agri-Fishery Arts by providing up-to-date knowledge, innovative strategies, and a renewed commitment to fostering lifelong learning in Technical and Vocational Education and Training (TVET). They will be better prepared to adapt to changing industry landscapes and inspire the next generation of skilled professionals. As industries rapidly evolve and the demand for skilled professionals increases, it is essential for educators to stay current with innovative teaching methods, digital tools, and emerging industry standards. Participants of this event are educators, trainers, curriculum developers, school administrators, and professionals involved in teaching or managing programs in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts.

For this reason, the undersigned would like to request from your good office to issue a **MEMORANDUM AND/ OR DIVISION ADVISORY** to inform EPP/ TLE/ TVL teachers and school heads and encourage them to participate in this year's 6<sup>th</sup> National Convention (with membership) and National Search for 3<sup>rd</sup> POTTE Gawad Parangal sa Natatanging Guro.

Attached herewith are the **PROGRAM MATRIX, CATEGORIES AND AWARDS, and POINTING SYSTEM** for your reference.

Interested individuals may email our secretariat at [potte.incorporated@gmail.com](mailto:potte.incorporated@gmail.com) or contact through the following numbers: (02) 7987-1356 or 0917-805-3370.

In anticipation of your favorable response, allow me to express my sincerest gratitude in advance!

Signed:

**POTTE NATIONAL CONVENTION and 3rd POTTE GAWAD PARANGAL SA NATATANGING GURO 2024**

POTTE INCORPORATED <potteincorporated@gmail.com>

Mon 9/16/2024 1:41 PM

To: Office of the Secretary <osec@deped.gov.ph>

Cc: Office of the Undersecretary for Curriculum and Teaching (OUCT) <ouct@deped.gov.ph>; Office of Assistant Secretary for Curriculum and Teaching <oasct@deped.gov.ph>; Bureau of Curriculum Development Office of the Director <bcd.od@deped.gov.ph>

5 attachments (3 MB)

POTTE CONVENTION\_MEMORANDUM REQUEST\_OFFICE OS SEN. ANGARA.pdf; UPDATED\_CRITERIA AND RUBRIC 2024\_GAWAD PARANGAL\_POTTE.pdf; MOA\_CTU & POTTE.pdf; PROGRAM MATRIX\_2024 POTTE CONVENTION GAWAD PARANGAL.pdf; POTTE SEC REGISTRATION.png;

Peace and good will!

POTTE, Inc. in partnership with **Cebu Technological University** would like to request a MEMORANDUM/ ADVISORY regarding the subject (**6th POTTE NATIONAL CONVENTION and 3rd POTTE GAWAD PARANGAL SA NATATANGING GURO 2024**).

See **LETTER OF REQUEST** below with the following attachments:

- 1. PROGRAM MATRIX**
- 2. MOA BETWEEN POTTE AND CEBU TECHNOLOGICAL UNIVERSITY**
- 3. RUBRICS AND POINTING SYSTEM FOR GAWAD PARANGAL**
- 4. SEC REGISTRATION**

Sincerely,

Jackbert Mendoza

OIC- POTTE Convention and Gawad Parangal 2024



**POTTE Inc.**

Philippine Organization for TLE and TVL Educators, Inc.

*"Developing Proactive and Skilled 21st Century Filipino Professionals"*

Contact details:

[potte.incorporated@gmail.com](mailto:potte.incorporated@gmail.com)

Official Fb Page: <https://www.facebook.com/potteincorporated>

09178053370

09338674931