



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601



Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

DIVISION MEMORANDUM

No. 224 s. 2017

To: Chief Supervisors (SGOD and CID)
PSDS and Coordinating Principals
Schools Heads of Public and Private Secondary Schools
Guidance Designates and Guidance Counselors

Subject: **PARTICIPATION IN THE EDUKASYON.PH EDUCATION FAIR FOR GRADES 10 AND 12 STUDENTS ON OCTOBER 14, 2017 (SATURDAY), 8 AM TO 12 NN AT LA TRINIDAD MUNICIPAL GYM**

Date: September 25, 2017

1. In accordance with the provisions of DepEd Order No. 32 s. 2017 otherwise known as the Gender Responsive Basic Education Policy (GRBEP), this Office hereby endorses the undertaking organized by the Edukasyon.ph in partnership with Municipality of La Trinidad and Schools Division of Benguet for the support and participation of all concerned.
2. This activity aims to provide information on available scholarships, schools and courses and career pathways of Junior and Senior High School students.
3. This activity is open to all La Trinidad District Public and Private Secondary Schools.
4. Participation of teachers, employees and students from public and private schools is encouraged. Participating teachers, employees and students shall obtain prior approval from their School Heads of their respective schools. Food and transportation expenses shall be charged against school MOOE subject to usual accounting.
5. Teaching personnel who will attend the activity shall be given one (1) day service credit while non-teaching personnel shall be given one (1) day compensatory time-off.
6. For student, teacher and Guidance Designate/Counselor participants, please see Enclosure No I for Registration Process.
7. For confirmation of attendance and further information, you may coordinate with:
Ms. Riza Mae Soria Solis
Client Engagement Manager- Edukasyon.ph
(0927) 951 9092 or (0998) 847 3276
8. Wide dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 228, s, 2017

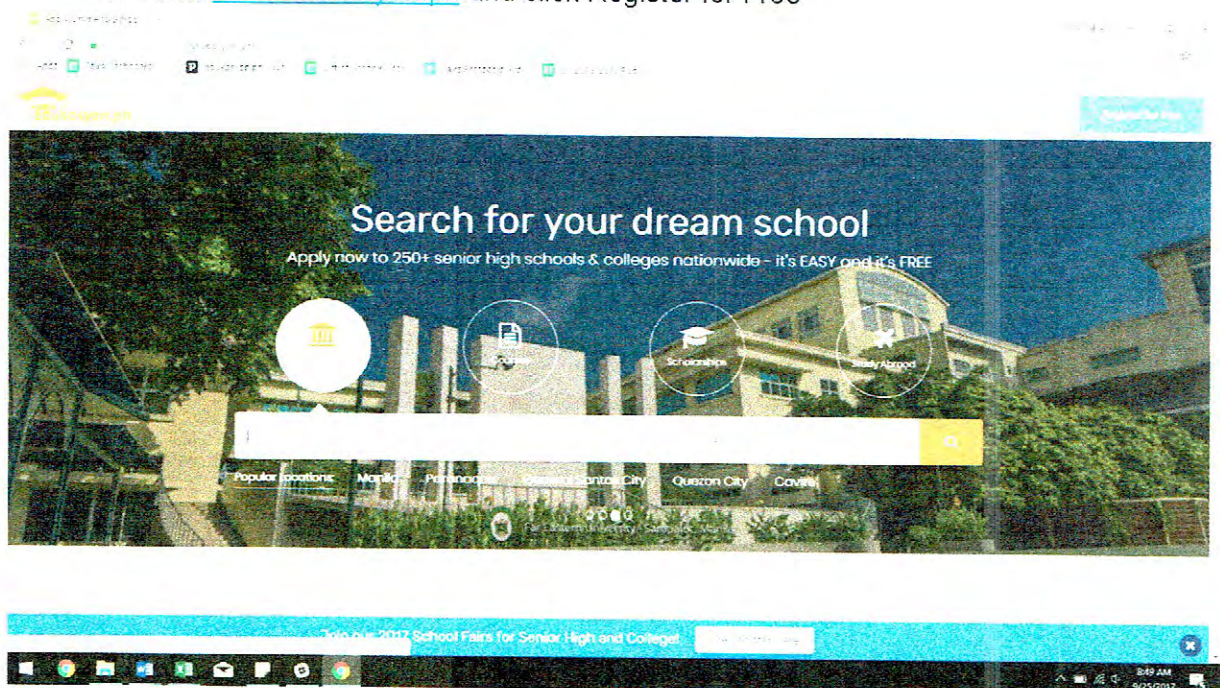
REGISTRATION PROCESS

For students:

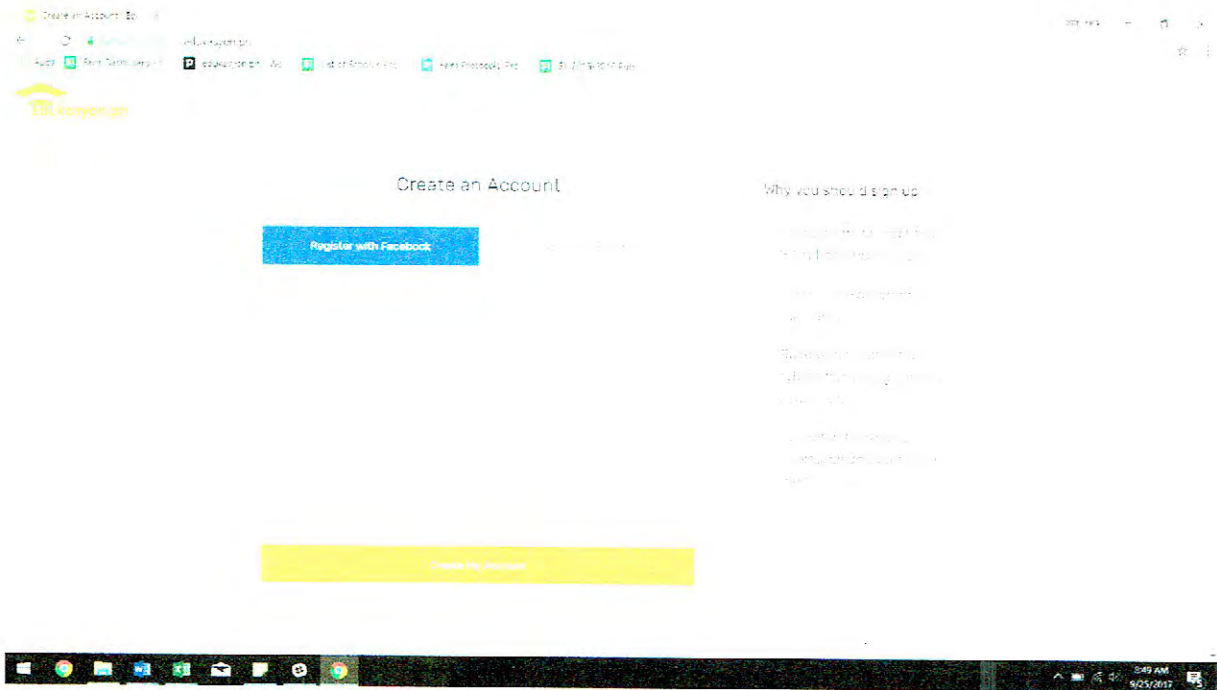
- Go to www.edukasyon.ph, register, and complete your profile before the education fair

STEPS:

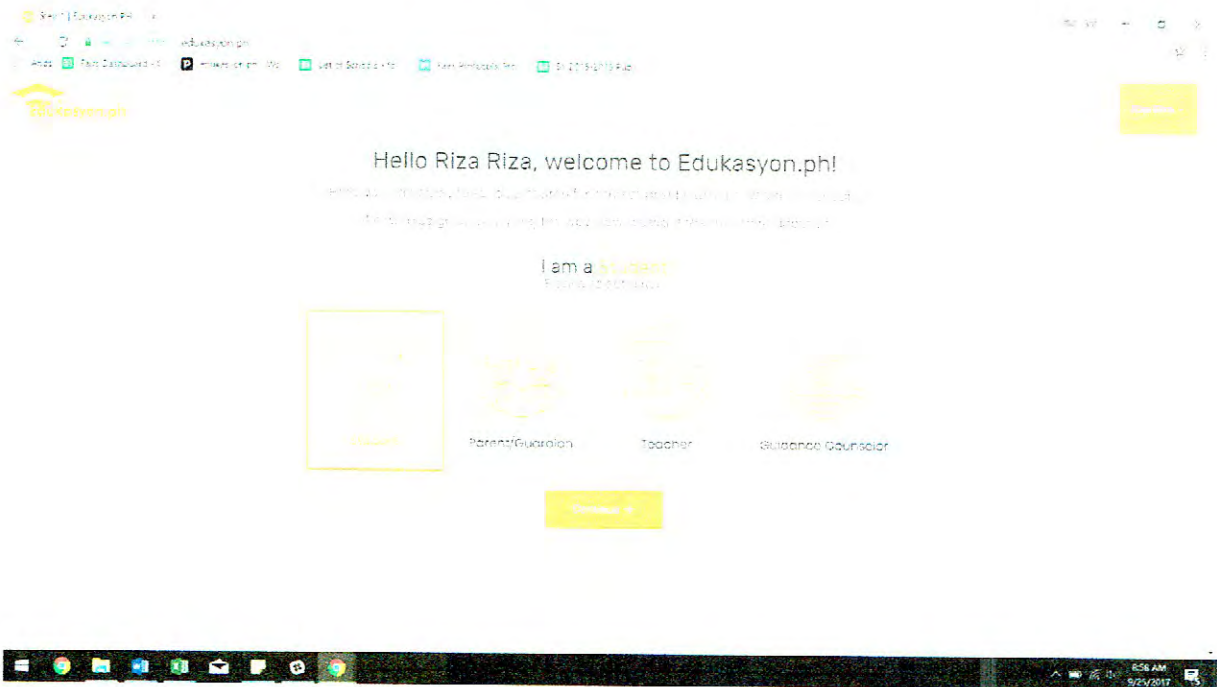
1. Visit www.edukasyon.ph and click Register for Free



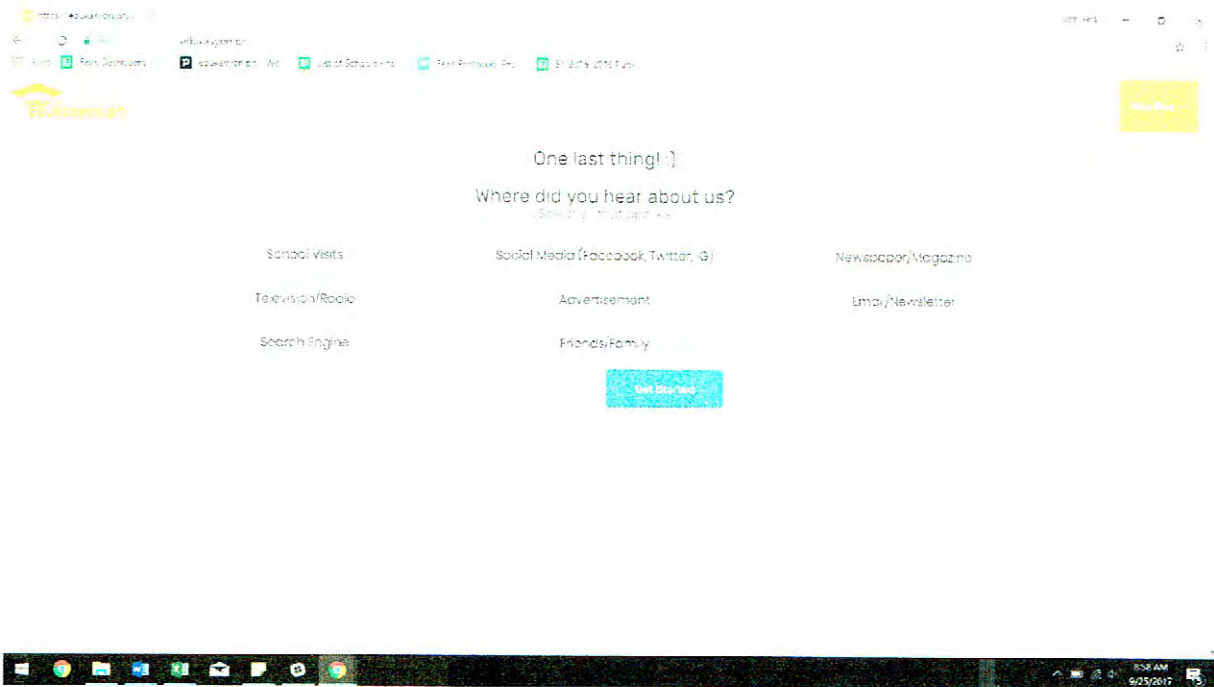
2. Fill up the registration form and click Create My Account



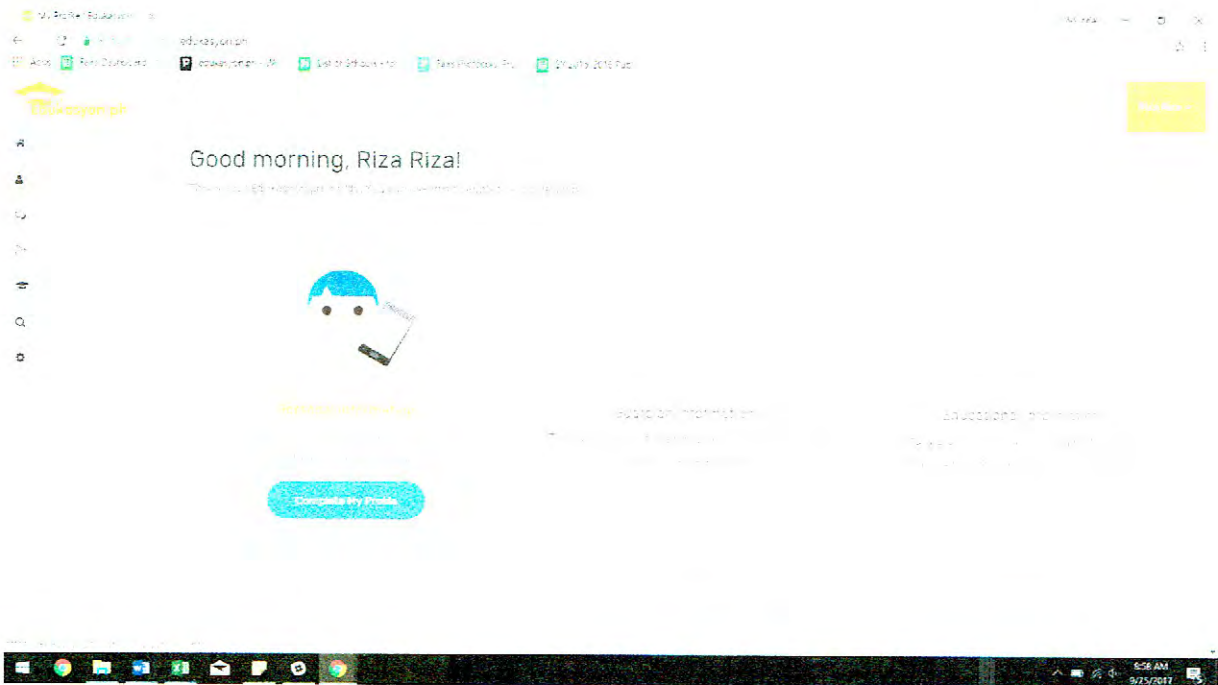
3. Select Student and click Continue



4. Select where you heard Edukasyon.ph. If you initially heard us from DepEd, please type education fair in the box for Others then click Get Started.

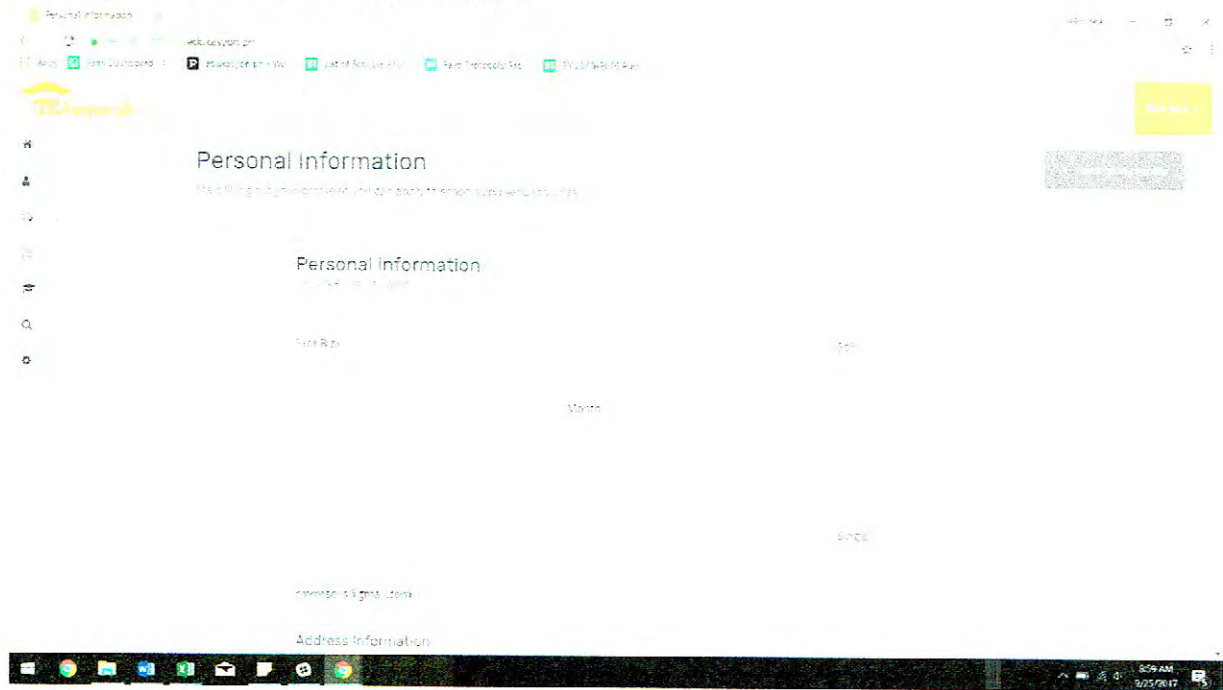


5. Click Complete My Profile

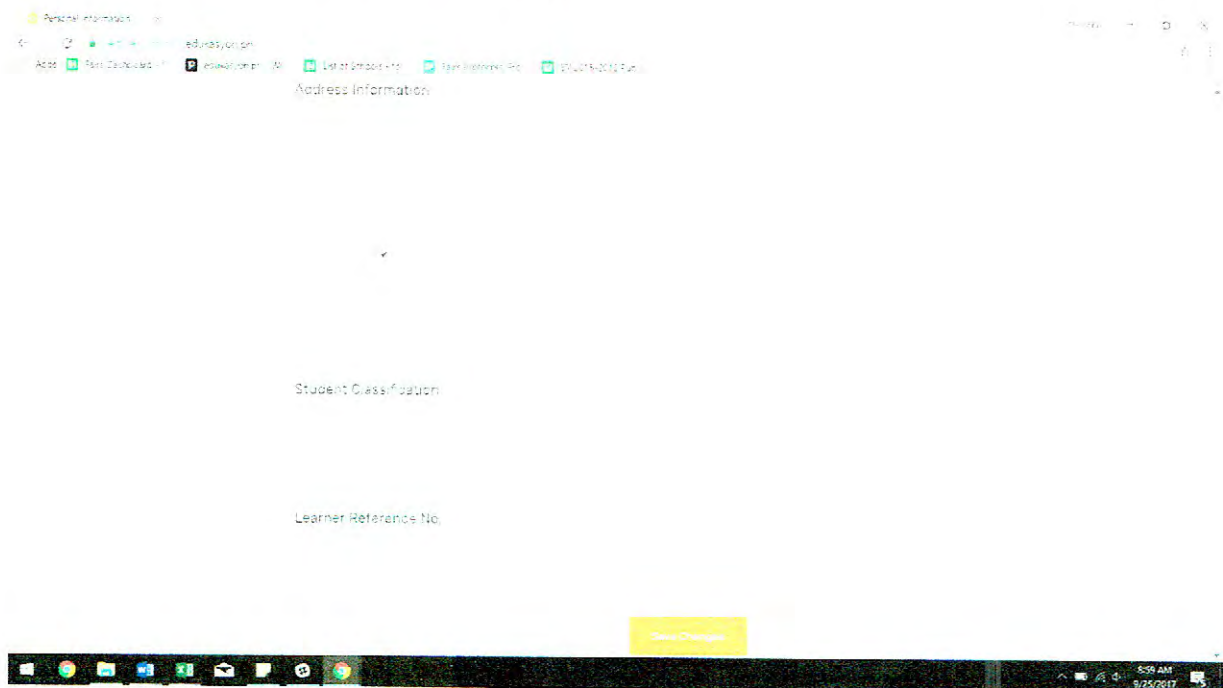




7. Fill up the Personal Information Form

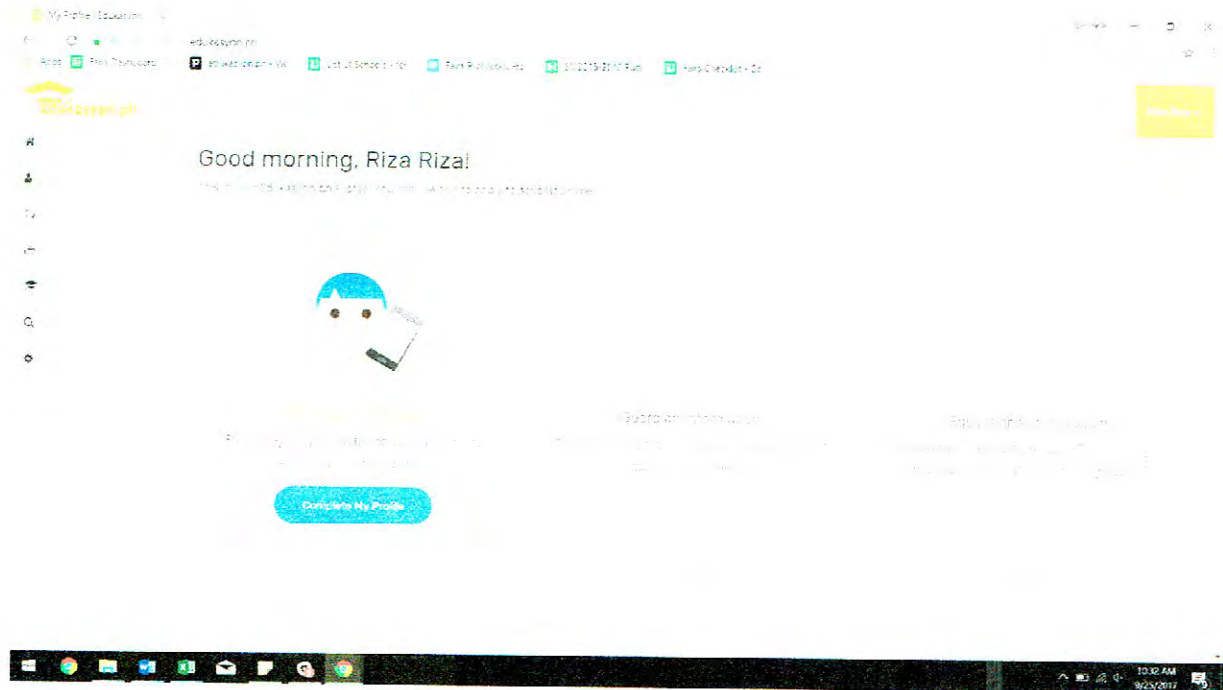


8. After filling up the form, click Save Changes!





9. After completing your Profile, proceed on completing your Guardian Information and Educational Information.



For advisers:

- **Attendance Sheet from schools** – Advisers or school/class representatives should submit the attendance sheet of each participating class as their group enters the event area. Please see attached attendance sheet.