



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

September 17, 2024

DIVISION MEMORANDUM

NO: 642 s. 2024

**6TH POTTE NATIONAL CONVENTION AND 3RD POTTE GAWAD PARANGAL SA
NATATANGING GURO 2024**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary Principals
EPP/TLE/TVL Teachers
All Others Concerned

1. This Office hereby disseminates communication from Jackbert Mendoza, OIC-National Convention and Gawad Parangal 2024 POTTE, Inc. dated September 16, 2024 titled "6th POTTE National Convention and 3rd POTTE Gawad Parangal sa Natatanging Guro 2024", which is self-explanatory.
2. Please see attached communication for more details.
3. For your information.

John Ariel A. Laguna
For: **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

6th POTTE NATIONAL CONVENTION and 3rd POTTE GAWAD PARANGAL SA NATATANGING GURO 2024

POTTE INCORPORATED <potteincorporated@gmail.com>

Mon 9/16/2024 1:12 PM

📎 5 attachments (3 MB)

DIVISION OFFICE_REQUEST FOR ADVISORY_POTTE CONVENTION 2024.pdf; PROGRAM MATRIX_2024 POTTE CONVENTION GAWAD PARANGAL.pdf; UPDATED_CRITERIA AND RUBRIC 2024_GAWAD PARANGAL_POTTE.pdf; MOA_CTU & POTTE.pdf; POTTE SEC REGISTRATION.png;

Peace and good will!

POTTE, Inc. in partnership with **Cebu Technological University** would like to request a DIVISION MEMORANDUM OR ADVOSRY 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"

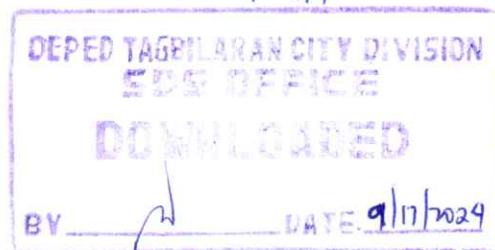
Contact details:

potte.incorporated@gmail.com

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

09178053370

09338674931





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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

Cebu Technological University Gymnasium
December 6-8, 2024

6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro

September 16, 2024

TO: **THE DIVISION SUPERINTENDENT**
Office of the Schools Division Superintendent
Department of Education

SUBJECT: **6TH POTTE NATIONAL CONVENTION and 3RD 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 **6TH POTTE NATIONAL CONVENTION and 3RD 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 DIVISION MEMORANDUM AND/ OR DIVISION ADVISORY to inform EPP/ TLE/ TVL teachers and school heads** and encourage them to participate in this year’s 6th National Convention (with membership) and National Search for 3rd POTTE Gawad Parangal sa Natatanging Guro.

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

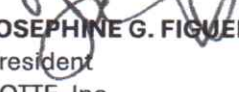
Interested individuals may email our secretariat at potte.incorporated@gmail.com or contact through the following numbers: (02) 7987-1356 or 0917-805-3370.

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

Signed:


JACKBERT D. MENDOZA
OIC- National Convention and Gawad Parangal 2024
POTTE, Inc.


DR. MITCHELLE D. ARROZ
TWG- POTTE Convention
Chairperson- Home Economics
Cebu Technological University- Main


JOSEPHINE G. FIGUEROA, PhD
President
POTTE, Inc.



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
PICC Secretariat Bldg., PICC Complex
Pasay City, Metro Manila

COMPANY REG NO. CN201916486

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of:

Philippine Organization for TLE and TVL Educators Inc.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation and By-Laws in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without a prior Registration Statement approved by the Securities and Exchange Commission, nor to undertake business activities requiring a Secondary License from this Commission such as but not limited to acting as broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, closed or open-end investment company, investment house, transfer agent, custody/ financial futures exchange/broker/merchant, financing/lending company, and time share/vacation shares/ membership certificate issuers or selling agents thereof, nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at PICC Secretariat Bldg., PICC Complex Pasay City, Metro Manila, Philippines, this day of 26, September, Twenty NINETEEN.



SEC 100-100-100
SECURITIES AND EXCHANGE COMMISSION

DOCUMENTARY STAMP TAX (N/A)

GEMARHOT LITA ROSARIO

Director

Company Registration and Monitoring Department



Cebu Technological University Gymnasium
December 6-8, 2024



EDUCATORS (POTTE) INC.

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro

CRITERIA AND RUBRIC FOR 3ND POTTE GAWAD PARANGAL SA NATATANGING GURO 2024

The "POTTE Gawad Parangal para sa Natatanging Guro" is a national search for "Most Outstanding" and "Outstanding" educators and school leaders. The national award is conferred to educators and school leaders in recognition of their commendable achievements and exceptional contributions in the field of EPP, TLE, and TVL education in general, and in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts components in particular. It is open to all active members of POTTE, Inc. including those aspiring members of the organization. This will highlight the vision and mission of POTTE, Inc. towards 'developing proactive and skilled 21st century Filipino professionals'.

Building from its second iteration last December 17, 2023, POTTE Gawad Parangal 2024 will follow the mechanism approved by the Board of Trustees on the application, submission of documents, and evaluation based on various categories to promote fair and just recognition of competencies, skills, academic achievements, professional growth, community service records, research and publication, innovation, and other meritorious achievements.

A **blind evaluation procedure** is to be utilized in reviewing and assessing all submitted documents. This would mean applicant's basic information is hidden to ensure the integrity of the selection process and to be forwarded to panel members.

OVERALL-CHAMPIONS IN ALL CATEGORIES:

**Top 3 Highest Scores from Major Awards in all categories will be recognized as the overall champions.*

2023 POTTE Natatanging Guro National Awardee: RANK 1 (with Php 10, 000.00 cash prize)

2023 POTTE Natatanging Guro National Awardee: RANK 2 (with Php 5, 000.00 cash prize)

2023 POTTE Natatanging Guro National Awardee: RANK 3 (with Php 3, 000.00 cash prize)

I. Categories:

Each applicant may submit their application form based on the following categories:

A. EDUCATION PROGRAM SUPERVISORS (EPS) CATEGORY

Major Awards:

1. Most Outstanding Supervisor in EPP, TLE, and TVL Education (1)
2. Most Outstanding Supervisor in Leadership and Management (1)
3. Most Outstanding Supervisor in Innovation (1)
4. Most Outstanding Supervisor in Research and Development (1)

Special Awards:

- Outstanding Supervisor in Home Economics
- Outstanding Supervisor in Agriculture and Fishery Arts
- Outstanding Supervisor in Industrial Arts
- Outstanding Supervisor in Information and Communications Technology

B. PRINCIPALS CATEGORY

- Most Outstanding Principal in EPP, TLE, and TVL Education (1)
- Most Outstanding Principal in Leadership and Management (1)



Cebu Technological University Gymnasium
December 6-8, 2024



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

**6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro**

-
- Most Outstanding Principal in Innovation (1)
 - Most Outstanding Principal in Research and Development (1)

C. HEAD TEACHERS (HT) CATEGORY

Major Awards:

1. Most Outstanding Head Teacher in EPP, TLE, and TVL Education (1)
2. Most Outstanding Head Teacher in Leadership and Management (1)
3. Most Outstanding Head Teacher in Innovation (1)
4. Most Outstanding Head Teacher in Research and Development (1)

Special Awards:

- Outstanding Head Teacher in Home Economics
- Outstanding Head Teacher in Agriculture and Fishery Arts
- Outstanding Head Teacher in Industrial Arts
- Outstanding Head Teacher in Information and Communications Technology

D. MASTER TEACHERS (MT) CATEGORY

Major Awards:

- Most Outstanding Master Teacher in EPP, TLE, and TVL Education (1)
- Most Outstanding Master Teacher in Leadership and Management (1)
- Most Outstanding Master Teacher in Innovation (1)
- Most Outstanding Master Teacher in Research and Development (1)

Special Awards:

- Outstanding Master Teacher in Home Economics
- Outstanding Master Teacher in Agriculture and Fishery Arts
- Outstanding Master Teacher in Industrial Arts
- Outstanding Master Teacher in Information and Communications Technology

E. TEACHER I-III CATEGORY (ELEMENTARY LEVEL, EPP and TLE)

Major Awards:

- Most Outstanding Teacher in EPP and TLE

Special Awards:

- Outstanding EPP Teacher in Leadership and Management
- Outstanding EPP Teacher in Innovation
- Outstanding EPP Teacher in Pedagogy and Instruction
- Outstanding EPP Teacher in Research and Development

F. TEACHER I-III CATEGORY (JHS LEVEL, TLE)

Major Awards:

- Most Outstanding Teacher in Technology and Livelihood Education

Special Awards:

- Outstanding TLE Teacher in Leadership and Management
- Outstanding TLE Teacher in Innovation
- Outstanding TLE Teacher in Pedagogy and Instruction
- Outstanding TLE Teacher in Research and Development
- Outstanding TLE Teacher in Home Economics
- Outstanding TLE Teacher in Agriculture and Fishery Arts
- Outstanding TLE Teacher in Industrial Arts
- Outstanding TLE Teacher in Information and Communications Technology



Cebu Technological University Gymnasium
December 6-8, 2024



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

**6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro**

G. TEACHER I-III CATEGORY (SHS LEVEL, TVL)

Major Awards:

- Most Outstanding Teacher in TVL Education

Special Awards:

- Outstanding TVL Teacher in Leadership and Management
- Outstanding TVL Teacher in Innovation
- Outstanding TVL Teacher in Pedagogy and Instruction
- Outstanding TVL Teacher in Research and Development
- Outstanding TVL Teacher in Home Economics
- Outstanding TVL Teacher in Agriculture and Fishery Arts
- Outstanding TVL Teacher in Industrial Arts
- Outstanding TVL Teacher in Information and Communications Technology

H. HEIs CATEGORY

Major Awards:

- Most Outstanding Educator in TLE and TVL Education (3 awardees)

Special Awards:

- Outstanding TLE and TVL Educator in Leadership and Management
- Outstanding TLE and TVL Educator in Innovation
- Outstanding TLE and TVL Educator in Pedagogy and Instruction
- Outstanding TLE and TVL Educator in Research and Development
- Outstanding TLE and TVL Educator in Home Economics
- Outstanding TLE and TVL Educator in Industrial Arts
- Outstanding TLE and TVL Educator in ICT
- Outstanding TLE and TVL Educator in Agriculture and Fishery Arts

I. KASANAYAN LEADERSHIP AND EXCELLENCE IN EDUCATION AWARDS

This national award is given to professionals from the academe, industry partners, and government agencies in recognition of their commendable achievements and exceptional contributions to Philippine Education System (PES) in general and POTTE, Inc. in particular. The recognition is to be chosen by POTTE Chairman of the Board through merit and practice-based selection and to be conferred during the 6th National Convention and 3rd Gawad Parangal para sa Natatanging Guro 2024.

Awards:

- Most Outstanding Leader in Education
- Most Outstanding Leader in Education (EPP, TLE, TVL, ICT, Home Economics, Agri-fishery Arts, Industrial Arts)
- Most Outstanding Educator in Research Development and Innovation
- Most Outstanding Professional in Leadership and Excellence in Education

**II. Pointing System**

Evaluators shall review, assess, and score the submitted documents of the candidates using the table below for all categories:

AREAS	POINTS
Research and Publication	25
Academic Development	25
Professional and Skills Development	20
Community Service	10
Awards and Recognition	10
Speakership	10
TOTAL	100

***** Additional POINTS (maximum of 10 points at the discretion of the evaluator/s and with the approval of the Chairman of the Board) will be given to active members of POTTE and active participants of POTTE's allied organizations and institutions.**

The points for each area are scored as follows:

1. Research and Publication

Criteria: Research presented and/or published in an/a:	Score
International Level	25 (Presented and published/Published but not presented: 25 pts.) (Presented but not published: 22 pts.)
National Level	20 (Presented and published/Published but not presented: 20 pts.) (Presented but not published: 17 pts.)
Regional Level	15 (Presented and published/Published but not presented: 15 pts.) (Presented but not published: 12 pts.)
Division Level	10 (Presented and published/Published but not presented: 10 pts.) (Presented but not published: 7 pts.)
District Level	5 (Presented and published/Published but not presented: 5 pts.) (Presented but not published: 4 pts.)
School Level	3 (Presented and published/Published but not presented: 3 pts.) (Presented but not published: 2 pts.)

2. Academic Development

Criteria	Score
Doctorate and PhD Level	25 (Completed with dissertation: 25 pts.)



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

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

**6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro**

	(Complete Academic Requirements: 23 pts.) (Unit Earner: 21 pts.)
Master's Degree Level	20 (Completed with Thesis: 20 pts.) (Complete Academic Requirements/Non-Thesis Program: 17 pts.) (Unit Earner: 15 pts.)
Bachelor's Degree Level	10

3. Professional and Skills Development (innovation, invention, and other projects are accepted, just make sure that pertinent certifications are available)

Criteria	Score
POTTE hosted Training Programs, Conventions, Seminars, Workshops, and Webinars	20
International Level Training Programs, Seminars, Workshops, and Webinars	20
National Level Training Programs, Seminars, Workshops, and Webinars	18
Regional Level Training Programs, Seminars, Workshops, and Webinars	12
Division Level Training Programs, Seminars, Workshops, and Webinars	8
District Level Training Programs, Seminars, Workshops, and Webinars	5
School Level Training Programs, Seminars, Workshops, and Webinars	3

4. Community Service

Criteria: Proponent	Score
Fully Implemented	10
Ongoing Implementation	7
Approved Proposal	5

5. Awards and Recognition

Criteria: Awards, Recognition, Outstanding Accomplishments, and other Meritorious Achievements depending on its level	Score
International	10
National	7
Regional	5
Division/ Provincial	4
District/ Municipal	3
School/Barangay	2

6. Speakership

Criteria	Score
International	10



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

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

**6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro**

National	7
Regional	5
Division/ Provincial	4
District/ Municipal	3
School/Barangay	2

Important notes:

1. Who can join the 3rd POTTE Gawad Parangal? All **active POTTE members and NEW POTTE members** who will be joining in this year's POTTE Convention are eligible to join the 'parangal', however, they need to register first for the 6th National Convention to confirm their application.
2. Notarized Application Form shall include the following:
 - a. **Letter of Intent** (LoI) signed by the applicant and endorsed or nominated by, at least, the immediate superior or school head;
 - b. **Curriculum Vitae** (use the template/format to be provided by POTTE, Inc.).
- SEND your notarized LOI and CV to **potte.incorporated@gmail.com** in a PDF file/format.
3. All submitted certificates must be recognized by CHED, DepEd, TESDA, or other government agencies and institutions. In the case that the certificate was issued by a private institution or organization, the said organization must be SEC registered or at least recognized by one of the accrediting institutions here and abroad.
4. We will only accept certificates and other attestations which were earned within the **LAST FIVE (5) YEARS**, that is 2020 to present. Candidates who will submit documents from 2019 shall incur deduction of points.
5. Candidates who have earned at least **75 points and above** are qualified to receive one of the **special awards (OUTSTANDING)**.
6. Candidate with the highest score in each category will be awarded for the **major awards (MOST OUTSTANDING)**.
7. In the case that there are candidates who **tie** for the major awards, additional points should be given to:
 - 7.1. candidate who is an **ACTIVE MEMBER** from 2019-2023, meaning consistent participation in the annual convention of POTTE, Inc.
 - 7.2. candidate who has either attended or participated in any of the professional development programs, seminars, workshops, conferences, and the like, offered by POTTE's partner institutions and organizations:
 - a. Philippine Continuing Professional Development Training Center, Inc. (PCPD Training Center, Inc.),
 - b. International Integrated Research Conference (IIRC) by Asia-Pacific Movement for the Advancement of Pedagogy and Research, Inc. (APMAPeRe, Inc.),
 - c. "Ang Kampilan" (Kalipunan ng mga Mamamayang Pilipino Laban sa Katiwalian), and
 - d. ChapterHouse Publishing, Inc.
 - 7.3. candidate who bested the panel interview.



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

Cebu Technological University Gymnasium
December 6-8, 2024

6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro

PROGRAM MATRIX

Program Description:

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.

Objectives:

1. Explore emerging trends and gain insights in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts, focusing on how technological advancements are reshaping these fields.
2. Enhance teaching strategies and learn updated, evidence-based pedagogical approaches to effectively engage students and foster an interest for lifelong learning in a tech-vocational context.
3. Integrate digital tools and discover new digital tools and platforms that enhance the teaching and learning process, ensuring alignment with industry needs.
4. Foster collaboration and networking by providing a platform for educators, trainers, and industry experts to share experiences, collaborate on projects, and build a community focused on advancing tech-voc education.

ARRIVAL OF PARTICIPANTS- DECEMBER 15, 2024

PROGRAM PROPER | DAY 1- DECEMBER 6, 2024

7: 00AM- 9: 00AM	Registration and Attendance	C/O POTTE Officers and PCPD Staff
9: 00AM- 9: 30AM	Program Proper <ul style="list-style-type: none"> - Opening Prayer - National Anthem - Cultural Presentation Orientation and Setting of Expectations	Master of Ceremonies
9: 30AM- 9: 45 AM	OPENING REMARKS	Winston John R. Casio, PhD Chairman of the Board POTTE, Inc.
9: 45AM- 9: 55AM	WELCOME MESSAGE	Josephine G. Figueroa, PhD Newly Elected President POTTE, Inc.
9: 55AM- 10: 10AM	INSPIRATIONAL MESSAGE	Randulph I. Navasca Champion, POTTE Gawad Parangal sa Natatanging Guro 2024



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

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

**6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro**

		Kasanayan Leadership and Excellence in Education Awards Category
10:10AM- 11: 00AM	HEALTH BREAK AND SNACKS	
11: AM- 12: 00 NN	KEYNOTE SPEAKER "Tech-Voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts"	(for confirmation)
12: 00NN- 1: 00PM	LUNCH BREAK	
1: 30PM- 3: 00PM	TOPIC 1: Essential Skills and Techniques in Industrial Arts for TLE Educators	Dr. Redjie D. Arcadio Professor IV Campus Director, CTU- Pinamungajan Campus
3: 00PM- 3:30PM	HEALTH BREAK AND SNACK	
3: 30PM- 5: 00PM	TOPIC 2: Innovative Fisheries Technology for Sustainable Communities	Robinson S. Amihan, Jr. RFT, MFT Instructor III Dean of the College of Fisheries and Allied Sciences Fisheries Production Chairperson CTU- Moalboal Campus
PROGRAM PROPER DAY 2- DECEMBER 7, 2024		
8: 00AM- 9: 00AM	Registration and Attendance	C/O POTTE Officers and PCPD Staff
9: 00AM- 10: 00AM	SNACKS	
10: 00AM- 12: 00NN	TOPIC 3: Emerging Digital Tools in Agriculture	Dr. Pet Roey L. Pascual University Professor Director, Graduate School CTU- Barili Campus
12: 00NN- 1:00PM	LUNCH BREAK	
1: 00PM- 2: 30PM	TOPIC 4: Updates and Trends in Home Economics	Dr. Jean S. Bejano Professor VI Home Economics, Program Head MAEd-ALS Program Coordinator RQUAT XI COPC TLE Evaluator AACCUP National Accreditor University of Southeastern Philippines
2: 30PM- 3: 30PM	HEALTH BREAK AND SNACKS	
3: 30PM- 5: 00PM	PREPARATION FOR THE AWARDS NIGHT	
5: 30PM ONWARDS	AWARDS NIGHT PROPER	



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

in partnership with

CEBU TECHNOLOGICAL UNIVERSITY

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

**6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro**

<i>National Search for 3RD POTTE Gawad Parangal sa Natatanging Guro 2024</i>		
PROGRAM PROPER DAY 3- DECEMBER 8, 2024		
8: 00AM- 9: 00AM	Registration and Attendance	C/O POTTE Officers and PCPD Staff
9: 00AM- 10: 00AM	SNACKS	
10: 00AM- 12: 00NN	TOPIC 5: Transforming Teaching: Integrating Research and Industry Trends into Tech- Voc Education	Janice Antoniette V. Forster Manager, Technology Business Incubator/faculty, College of Computer Studies Silliman University Research, Publication, and Innovation Office
12: 00NN- 1: 00PM	LUNCH BREAK	
1: 00PM- 2: 30PM	Ways Forward, Reorganization, and Selection of Regional Heads and Officers	POTTE BOARD OF TRUSTEES, OFFICERS, AND REGIONAL COORDINATORS, PCPD STAFF
2: 30PM- 3: 00PM	HEALTH BREAK AND SNACKS	
3: 00PM- 5: 00PM	Distribution of Certificates	PCPD STAFF AND POTTE OFFICERS

*Please note that this is a working program. Minor updates might occur.

MEMORANDUM OF AGREEMENT

Know All Men By These Presents:

This **MEMORANDUM OF AGREEMENT** entered into by and between:

The **PHILIPPINE ORGANIZATION FOR TLE AND TVL EDUCATORS**, a non-stock, non-profit organization duly created and existing under the laws of the Republic of the Philippines, with office address at **Unit 5, 53 V. Bernardino Road, Bagbag, Novaliches, Quezon City**, herein represented by its **Board of Director and its Officer-In-Charge, Simon Lennard Pitao and Jackbert D. Mendoza**, hereinafter referred to as the "**ORGANIZATION**";

-and-

The **CEBU TECHNOLOGICAL UNIVERSITY**, a state university with principal address at **Corner M.J Cuenco Ave. & R. Palma St., Cebu City**, herein represented by its President, **DR. JOSEPH C. PEPITO**, hereinafter referred to as "**UNIVERSITY**".

WITNESSETH:

WHEREAS, to ensure the technical development of TLE and TVL Educators as they respond to the opportunities and challenges of 21st century education, the Philippine Organization for TLE and TVL Educators conducts an annual national convention to facilitate collaboration, professional linkages and partnerships, research and development and upskilling of pedagogical and technical expertise of TLE and TVL educators that provides an avenue for professional growth.

WHEREAS, the Commission on Higher Education (CHED) and the Department of Budget Management in Joint Circular No. 3, S. 2022 dated October 18, 2022 under KRA IV- Criterion A encourages faculty members of state universities colleges to become members of various organizations that may lead to partnerships.

WHEREAS, during the 5th POTTE National Convention held last December 16-18, 2023 at Teachers Camp, Baguio City, attended by fifteen (15) faculty members from Cebu Technological University, the organization has decided to conduct the 6th POTTE National Convention and 3rd POTTE Gawad Parangal sa Natatanging Guro in Central Visayas.

WHEREAS, the Cebu Technological University being among the top universities offering BTLED and other technical and skills related programs was suggested by majority of the attendees of the 5th National Convention and was duly noted and approved by the Board of Trustees.

NOW THEREFORE, in consideration of the foregoing premises, the parties hereby bind themselves to undertake this Agreement under the following terms and conditions:

1. The **UNIVERSITY** shall become a partner institution of the **ORGANIZATION** in the conduct of the 6th POTTE National Convention on December 6-8, 2024 and 3rd POTTE Gawad Parangal sa Natatanging Guro on December 7, 2024;

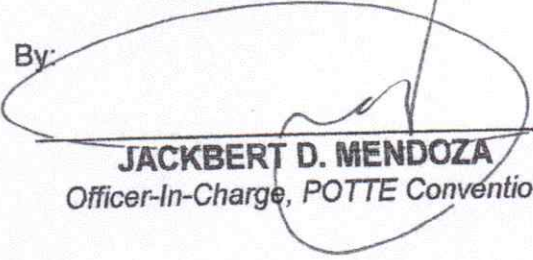
2. The **UNIVERSITY** shall allow the **ORGANIZATION** to use its Logo and of the College of Education (BTLED & BTVTED Programs) in all correspondence and social media publications related to the conduct of the 6th National convention and 3rd POTTE Gawad Parangal sa Natatanging Guro;
3. The **UNIVERSITY** shall allow the BTLED & BTVTED Faculty (selected) to become members of the Technical Working Group for the 6th National Convention and 3rd POTTE Gawad Parangal sa Natatanging Guro;
4. The **UNIVERSITY** shall allow the use of the university gymnasium or any appropriate venue that can accommodate a minimum of 400 attendees;
5. The **ORGANIZATION** shall follow the rules, regulations and conditions of the university relative to the above mentioned requests;
6. The **ORGANIZATION** in consultation with the Technical Working Group shall be in charge of the convention's program, speakers and guests, food, funding and other logistical requirements necessary for the successful conduct of the 6th National Convention and 3rd POTTE Gawad Parangal sa Natatanging Guro;
7. The **ORGANIZATION** shall grant **PERPETUAL INSTITUTIONAL MEMBERSHIP** to the **UNIVERSITY** as its **FIRST INSTITUTIONAL MEMBER**.

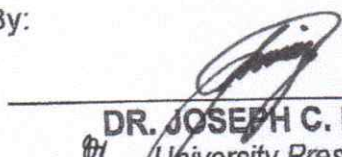
SEP 06 2024

IN WITNESS WHEREOF, the parties hereby affix their signatures this _____ day of _____, 20____ at CEBU CITY, Philippines.


PHILIPPINE ORGANIZATION FOR TLE AND TVL EDUCATORS

CEBU TECHNOLOGICAL UNIVERSITY

By: 
JACKBERT D. MENDOZA
 Officer-In-Charge, POTTE Convention

By: 
DR. JOSEPH C. PEPITO
 University President
 Cebu Technological University

SIGNED IN THE PRESENCE OF:


SIMON LENNARD R. PITAO
 Board of Director, POTTE, Inc.


DR. MITCHELLE D. ARROZ
 Chairperson, Home Economics, College of Education, CTU.

ACKNOWLEDGMENT

Republic of the Philippines)
City of CEBU CITY) S.S.

SEP 06 2024 BEFORE ME, a Notary Public, for and in the City of CEBU CITY, this
day of _____, 20 24, personally appeared:

JACKBERT D.
MENDOZA

DR. JOSEPH C.
PEPITO

Valid Proof of Identity

DRIVER'S LICENCE

PROFESSIONAL DRIVER'S
LICENCE - GO100273271

Issued at/on

QUEZON CITY | 08/30/2023

CEBU | 10/22/2020

known to me to be the same persons who executed this instrument and acknowledged the same to me as their free and voluntary act and deed, and of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgment is written, and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the place and date first above written.

Notary Public

Doc. No. 164;
Page No. 139;
Book No. 07;
Series of Novel

ATTY. ROMULO T. TORRES

Notary Public of Cebu City
Commission No. 104-23
PTR No. 4732203 Until December 2024
Roll No. 29722
IBP No. 308366 Cebu City
Office Address: D. Jakosalem St.
Sto. Niño Cebu City 6000
Contact No. 09458209258 / 09604373608





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
DRIVER'S LICENSE



Last Name, First Name, Middle Name
MENDOZA, JACKBERT DASALLA

Nationality	Sex	Date of Birth	Weight (kg)	Height (m)
PHL	M	1988/08/10	79	1.59

Address
**UNIT 4 53 V. BERNARDINO RD BAGBAG
NOVALICHES PROPER QUEZON CITY**

License No.	Expiration Date	Agency Code
D19-16-011299	2033/08/10	N63

Blood Type	Eyes Color
O+	BROWN

DL Codes	Conditions
A,A1,B,B1, B2	1

[Signature]
ATTY VIGOR O. MENDOZA II
Assistant Secretary

[Signature]
Signature of Licensee



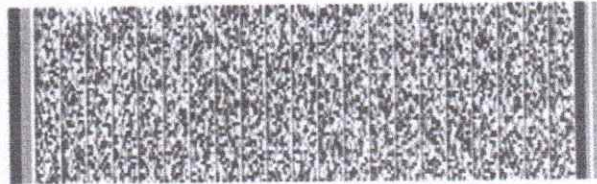
I. DL CODES:

- | | |
|--|----------------------|
| A. MOTORCYCLE | L1 L2 L3 AP MT AT |
| A1 TRI-CYCLE | L1 L2 L3 L4 AP MT AT |
| B. UP TO 5000 KGS GVW OR SEATS | M1 AP MT AT |
| B1 UP TO 3000 KGS GVW OR MORE SEATS | M2 AP MT AT |
| B2 GOODS + 3500 KGS GVW | N1 AP MT AT |
| C. GOODS + 3500 KGS GVW | |
| D. BUS + 5000 KGS GVW OR MORE SEATS | |
| D1 TRAILERS + 3000 KGS | |
| D2 ARTICULATED D + 3500 KGS COMBINED GVW | |

II. CONDITIONS:

1. WEAR CORRECTIVE LENSES
2. DRIVE VEH. W/ SPECIAL EQPT FOR UPPER/LOWER LIMBS
3. DRIVE CUSTOMIZED MOTOR VEHICLE ONLY
4. DAYLIGHT DRIVING ONLY
5. HEARING AID REQUIRED


Serial Number



III. ORGAN DONATION:
I WILL NOT DONATE ANY ORGAN

IV. IN CASE OF EMERGENCY NOTIFY:
Name: SIMON LE INARDO PITA
Address: SAME ADD
Tel No: 0975468746

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION
 LAND TRANSPORTATION OFFICE
PROFESSIONAL DRIVER'S LICENSE



Last Name, First Name, Middle Name
PEPITO, JOSEPH CUTAB

Nationality Sex Date of Birth Weight (kg) Height(m)
 PHL M 1974/11/26 61 1.72

Address
LAMAC CONSOLACION CEBU

License No. Expiration Date Agency Code
G01-00-273271 2024/11/26 G16

Blood Type Eyes Color
A+ BLACK

Restrictions Conditions
1,2,3,4 NONE

Signature of Licensee *Joseph Cutab Pepito*
 EDGAR C. GALVANTE
 Assistant Secretary

Joseph Cutab Pepito

Joseph Cutab Pepito

Joseph Cutab Pepito

III. ORGAN DONATION:
 I WILL NOT DONATE ANY ORGAN

IV. IN CASE OF EMERGENCY NOTIFY:
 NAME, VENUE, CONTACT NO., ADDRESS, SAME AS LICENSEE
 ADDRESS: SAME AS LICENSEE
 TEL. NO.: 09733616011

I. RESTRICTIONS:
 1. MOTORCYCLES/MOTORIZED TRICYCLES
 2. VEHICLE UP TO 4500 KGS G.V.W.
 3. VEHICLE ABOVE 4500 KGS G.V.W.
 4. AUTOMATIC CLUTCH UP TO 4500 G.V.W.
 5. AUTOMATIC CLUTCH ABOVE 4500 G.V.W.
 6. ARTICULATED VEHICLE 1600 KGS G.V.W. AND BELOW
 7. ARTICULATED VEHICLE 1601 UP TO 4500 G.V.W.
 8. ARTICULATED VEHICLE ABOVE 4501 & ABOVE G.V.W.

II. CONDITIONS:
 A. WEAR EYEGASSES
 B. DRIVE ONLY W/SPECIAL EXPT FOR UPPER LIMBS
 C. DRIVE ONLY W/SPECIAL EXPT FOR LOWER LIMBS
 D. DAYLIGHT DRIVING ONLY
 E. ACCOMPANIED BY A PERSON W/NORMAL HEARING

Serial Number
140517376

