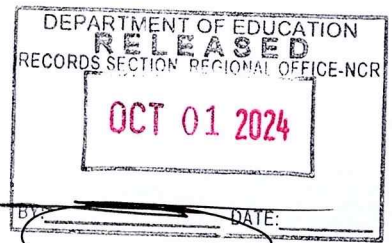




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



September 27, 2024

**REGIONAL MEMORANDUM**

No. 1003, s. 2024

**To:** Schools Division Superintendents  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

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

1. Pursuant to Republic Act 10743 titled *An Act Declaring the Fifth Day of October of Every Year as National Teachers' Day*, the DepEd Central Office through the External Partnerships Service shall conduct the National/World Teachers' Day (NTD/WTD) Celebration on October 3, 2024. This year, the NTD/WTD celebration shall be hosted by DepEd National Capital Region to be held on October 3, 2024 at the SMART Araneta Coliseum, Cubao, Quezon City.
2. The celebration aims to honor the teaching profession by highlighting the crucial role and dedication of teachers in shaping the lives of our Filipino learners.
3. Attention is invited to the attached details on participation which requires specific compliance.
4. Expenses incident to the said event shall be charged to local funds or program support funds as the case maybe subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
 Director IV

Encl.:  
 As stated

/essd/joan/



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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.*"

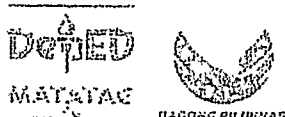
The celebration aims to honor the teaching profession by highlighting the crucial role and unwavering dedication of teachers in shaping globally-minded citizens, nurturing family bonds, strengthening communities, and contributing to national development. It also provides an opportunity to express profound 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](mailto:external.partnerships@deped.gov.ph), or telephone numbers (02) 8638-8637, 8638-8639.



## 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](mailto: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. Johana A. Llana at 0917-8456052 / \_\_\_\_\_, or Mr. Romeo A. Granadozin at 0926-7535976 / \_\_\_\_\_.

## 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.

**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>	

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					
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Prepared by:

Approved by: