



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-674

To : Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 Public School Teachers

Subject : **INVITATION TO ADVERTISE IN THE SOUVENIR PROGRAM FOR THE IIEP-UNESCO REGIONAL CONFERENCE ON EDUCATIONAL PLANNING IN ASIA-PACIFIC**

Date : October 10, 2024

This is in reference to the 1st Indorsement dated October 8, 2024, signed by Allan G. Farnazo Director IV, the herein invitation from SEAMEO INNOTECH to IIEP-UNESCO Regional Conference on Educational Planning in Asia-Pacific with the Asian Network of Training and Research Institutions in Educational Planning (ANTRIEP), on November 5-7, 2024 at the Pearl Hall, Quezon City, for consideration.

Relevant details and information are provided in the enclosures.

Immediate and wide dissemination of this Memorandum is directed.

For and in the absence of the  
 Schools Division Superintendent

**BEVERLY S. DAUGDAUG**

Chief Education Supervisor-CID  
 Officer-In-Charge

Schools Division of Digos City  
 RECORDS SECTION  
**RECEIVED**  
 DATE: OCT 11 2024 TIME: 7:27  
 BY: [Signature]

Enclosed: As stated.  
 SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
 | (082)553-8375

RECORDS



Republic of the Philippines  
Department of Education  
DAVAO REGION

SCHOOLS DIVISION OFFICE  
RECORDS SECTION

RECEIVED

DATE: 09 OCT 2024 TIME: 4:12

24-38601

10240

70396

1<sup>st</sup> Indorsement  
October 8, 2024.

Respectfully referred to the Schools Division Superintendents of DepEd Region XI, an invitation from SEAMEO INNOTECH to IIEP-UNESCO Regional Conference on Educational Planning in Asia-Pacific with the Asian Network of Training and Research Institutions in Educational Planning (ANTRIEP), on November 5-7, 2024, at the Pearl Hall, Quezon City, for consideration.

ALLAN G. FARNAZO  
Director IV

DEPARTMENT OF EDUCATION - DAVAO REGION  
RECORDS SECTION  
RELEASED

ROH9/maba

BY: [Signature]  
DATE: Oct. 09, 2024  
38601



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@depd.gov.ph  
Website: www.depedroxi.ph



17 September 2024

**ALLAN G. FARNAZO**  
Regional Director  
DepEd Region XI  
F. Torres St., Davao City

RECEIVED  
9-20-24 38601  
4:45

**Invitation to Advertise in the Souvenir Program for the  
IIEP-UNESCO Regional Conference on Educational Planning in Asia-Pacific**

Dear Dr. Farnazo:

We are pleased to announce that SEAMEO INNOTECH will be hosting the “IIEP-UNESCO Regional Conference on Educational Planning in Asia” from 5 to 7 November 2024 at the Pearl Hall, SEAMEO INNOTECH, Quezon City. This event is being organized by the IIEP-UNESCO in collaboration with the Asian Network of Training and Research Institutions in Educational Planning (ANTRIEP). It will gather representatives of ANTRIEP Network Members from across Asia to discuss pressing issues and collaborative strategies for educational planning and development.

As part of the conference, we want to invite you to showcase your advocacy/initiatives by availing a space in the **souvenir program**. The program will be distributed to all conference attendees composed of heads of education planning from Ministries of Education in the Asia-Pacific region, representatives from ANTRIEP member institutions, various UNESCO Field Offices, and other development partners involved in educational policy and planning.

By availing a space in the souvenir program, you have the opportunity to achieve the following:

- reach key decision-makers and influencers in educational policy and planning;
- promote your organization to a wide-ranging audience; and
- demonstrate your support and commitment to advancing educational planning and management in the Asia-Pacific region.

We have prepared a range of advertising packages to suit your needs and resources. Once you are ready, simply fill out the **advertisement order form** below.

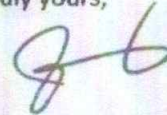
ADVERTISEMENT ORDER FORM			
Name (to be printed on the receipt)		Date	
Billing or mailing address			
Contact number		Email	
Paper size	A4 (8.3 x 11.7 inches)	Page margin	1 inch on all sides

Size	Black & White	Full Color	No.
<i>Please check the appropriate box to indicate your choice.</i>			
<input type="checkbox"/> Full page (~6.27 x 9.69 in)	<input type="checkbox"/> PHP 12,000.00	<input type="checkbox"/> PHP 15,000.00	
<input type="checkbox"/> Half page, horizontal split (~6.27 x 4.85 in)	<input type="checkbox"/> PHP 7,000.00	<input type="checkbox"/> PHP 10,000.00	
<input type="checkbox"/> Quarter page (~3.14 x 4.85 in)	<input type="checkbox"/> PHP 5,000.00	<input type="checkbox"/> PHP 7,500.00	

The terms and conditions for this advertisement spot are attached for your review. To secure your advertisement space in the souvenir program, **please return the following documents: (i) an accomplished copy of this letter/order form, (ii) proof of payment, and (iii) a scanned copy of one (1) government identification card.** To avoid forfeiture of advertisement space and payment, advertisements in the required format and resolution must be emailed to [iiep.conference2024@seameo-innotech.org](mailto:iiep.conference2024@seameo-innotech.org) within **one (1) week** upon submission of the payment order form, but in no case later than 30 September 2024.

The space is limited so we encourage you to act quickly to take advantage of this opportunity. Thank you for your consideration, and we look forward to your participation in making the IIEP-UNESCO Regional Conference a resounding success.

Very truly yours,



**DIOSDADO M. SAN ANTONIO**  
*Manager*  
 Educational Research and  
 Innovation Office



**LEONOR MAGTOLIS BRIONES**  
*Centre Director*

Conforme:

\_\_\_\_\_

[Name and signature of advertiser]

Date: \_\_\_\_\_

**TERMS AND CONDITIONS**  
**for Advertising in the IIEP-UNESCO Regional Conference Souvenir Program**

By submitting an advertisement order form for the IIEP-UNESCO Regional Conference Souvenir Program, you agree to the following terms and conditions:

1. **Advertisement space:** The space in the souvenir program is limited and allocated on a first-come, first-served basis upon receipt of the signed letter contract, proof of full payment, and scanned copy of one (1) government identification card of the signatory.

2. **Advertisement rates:** The rates are as stated below and are inclusive of a complimentary copy of the souvenir program. All rates are quoted in Philippine Pesos (PHP).

Paper size	A4 (8.3 x 11.7 inches)	
Page margin	1 inch on all sides	
Size	Black & White	Full Color
Full page (~6.27 x 9.69in)	PHP 12,000.00	PHP 15,000.00
Half page, horizontal split (~6.27 x 4.85in)	PHP 7,000.00	PHP 10,000.00
Quarter page (~3.14 x 4.85in)	PHP 5,000.00	PHP 7,500.00

3. **Submission of advertisement content:** Advertisers must submit their ads in the required format (JPEG or PNG, minimum resolution of 300 DPI with dimensions compatible with the specified size of your advertisement space) **within one (1) week** upon submission of the payment order form, but in no case later than 30 September 2024 to [iiep.conference2024@seameo-innotech.org](mailto:iiep.conference2024@seameo-innotech.org). **Late submissions may result in forfeiture of the advertisement space and payment.**

4. **Approval of advertisement content:** All ads are subject to approval by the IIEP-UNESCO Regional Conference Souvenir Program Committee. The committee reserves the right to reject any ads deemed inappropriate or offensive. This includes but is not limited to any content that is political, discriminatory, or promotes hate speech. Please note that the advertiser is solely responsible for the content and accuracy of their ads. Any errors, omissions, or misrepresentations in the ads are NOT a liability of the Souvenir Program Committee, the conference host, organizer, and its partners.

5. **Payment:** Full payment is required upon submission of the order form. Payments can be made via bank transfer or check using the following details:

**Bank of the Philippine Islands**  
**Account Number: 2281-0000-15**  
**Branch of Account: UP-Ayala Land Technohub**

Once payment is done, submit the following: (i) proof of payment, (ii) signed letter contract, and (iii) a copy of one (1) government identification card of the signatory to our email at [iiep.conference2024@seameo-innotech.org](mailto:iiep.conference2024@seameo-innotech.org).

6. **No cancellation policy:** To ensure that the Souvenir Program is prepared in a timely manner for the IIEP-UNESCO Regional Conference, **no cancellation of the advertisement order will be accepted under any circumstances.** Once the letter contract is received and the full payment is processed, the order is considered final.

7. **Souvenir program copies for advertisers:** Every full-page advertiser (whether availing of full color or black and white) will receive one (1) complimentary printed copy as well as an electronic copy of the souvenir program. All other advertisers will receive electronic copies.