



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 499

To :

Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject: **INVITATION TO THE 7th POTTE NATIONAL CONVENTION**

Date : October 17, 2025

This is in reference to the official invitation from the Philippine Organization of TLE and TVL Educators (POTTE), Inc. through Josephine G. Figueroa PhD, President, for the participation to the 7th POTTE National Convention to be held on December 5-7, 2025, at Surigao del Norte State University, Narciso Street, Surigao City. The details of the said invitation, which are self-explanatory, are in the enclosure.

Participation in the activity shall adhere to the non-disruption of classes policy as stipulated in DepEd Order No. 9, s. 2005, titled Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith. School heads and other personnel concerned shall also be guided with DepEd Order No. 66, s. 2017, re: Implementing Guidelines on the Conduct of Off-Campus Activities.

Relevant details and information are provided in the enclosures.

Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of
Schools Division Superintendent

MARLA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
RELEASED
DATE: OCT 20 2025 TIME: 11:41 AM
BY: [Signature]

Enclosed: As stated.
CID/efq



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

RECORDS

120494



Republic of the Philippines
Department of Education
DAVAO REGION



1st Indorsement
October 13, 2025

Respectfully referred to the Schools Division Superintendents the invitation from Philippine Organization for TLE and TVL Educators (POTTE) Inc. in partnership with Surigao del Norte State University, for participation to the "7th POTTE National Convention" scheduled on December 5-7, 2025 at Surigao del Norte State University, Narciso Street, Surigao City, subject to the no disruption of classes policy, learning and development priorities and discretion of the approving authority.

79
ALLAN G. FARNAZO
Director IV

Enclosed: As Stated.

ROH5/mbt

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

By: [Signature]
Date: Oct. 15, 2025
Time: 120494



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





DepEd CLMD ROXI <clmd.region11@deped.gov.ph>

Request for Regional Memorandum – 7th POTTE National Convention and Related Activities

5 messages

POTTE INCORPORATED <potteincorporated@gmail.com>
Bcc: clmd.region11@deped.gov.ph

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

Wed, Sep 24, 2025 at 12:14 PM

RECEIVED

By: [Signature] 1025120494
Date: [Signature] 9:23 am

Peace and good will!

The Philippine Organization of TLE TVL Educators (POTTE), Inc., in partnership with Surigao del Norte State University, respectfully requests the issuance of a **Regional Memorandum and/or Regional Advisory** in support of the following national activities:

- 7th POTTE National Convention
- 4th Gawad Parangal sa Natatanging Guro 2025
- 1st Bahandi Research and Multidisciplinary Paper Presentation
- 1st Bahandi Grand Innovation and Exhibit

Please see attached **Letter of Request** and supporting documents for your kind reference:

1. Program Matrix
2. Categories and Awards
3. Pointing System
4. MOA between POTTE and Surigao del Norte State University
5. SEC Registration

For inquiries, the POTTE Secretariat may be reached at potte.incorporated@gmail.com or through **0917-805-3370 / (02) 7987-1356**.

We sincerely hope for your favorable consideration and continued support to TLE and TVL education.

Respectfully,

JOSEPHINE G. FIGUEROA, PhD

President

Philippine Organization of TLE TVL Educators (POTTE), Inc.



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

7 attachments

Regional Office Request for Advisory_7th POTTE National Convention 2025.pdf
178K

POTTE SEC Registration.pdf
998K



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

in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

September 24, 2025

**THE REGIONAL DIRECTOR
DepEd Regional Office
Department of Education**

*Subject: 7th National Convention of Philippine Organization of TLE TVL Educators (POTTE) Inc.
4th Gawad Parangal Sa Natatanging Guro 2025
1st Bahandi Research and Multidisciplinary Paper Presentation
1st Bahandi Grand Innovation and Exhibit
Venue: Surigao Del Norte State University -Main Campus, Surigao City
Date: December 5-7, 2025*

Dear Ma'am/Sir:

Peace and good health be unto you!

The **Philippine Organization for TLE and TVL Educators, Inc. (POTTE, Inc.)**, in partnership with the **Surigao del Norte State University**, will be hosting the **7th POTTE National Convention** alongside the **4th Gawad Parangal sa Natatanging Guro**, the **1st Bahandi Research and Multidisciplinary Paper Presentation**, and **1st Bahandi Grand Innovation and Exhibit** on **December 5-7, 2025** at **Surigao del Norte State University, Narcisso St. 8400 Surigao City Caraga**.

Anchored on the theme, *"Toward a Future-Proof Technical and Vocational Profession: The Role of TLE and TVL Practitioners in Digital, Sustainable, and Inclusive Education,"* this program aims to strengthen teachers' pedagogical and technical competencies, expose participants to industry trends and innovations, promote sustainable practices, foster inclusivity, and highlight the importance of teacher-led research and professional collaboration.

For this reason, the undersigned would like to request from your good office to issue a **REGIONAL MEMORANDUM AND/OR REGIONAL ADVISORY** to inform **EPP/TLE/TVL teachers and school heads** and encourage them to participate in this year's **7th National Convention** (with membership) and **National Search for 4th POTTE Gawad Parangal sa Natatanging Guro**.

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



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

in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

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:

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. CN201916456

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, close-end or open-end investment company, investment house, transfer agent, commodity/ financial futures exchange/broker/merchant, financing/lending company, and time shares/club 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.



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DOCUMENTARY STAMP TAX PAID

GERARDO T. DEL ROSARIO
Director
Company Registration and Monitoring Department