

Department of Education

Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. SENIOR HIGH SCHOOL
SOUTH SQUARE VILLAGE, PASONG KAWAYAN II, GEN. TRIAS CITY, CAVITE

10 April 2024

School Memorandum No.9s. 2024

REGISTRATION GUIDELINES FOR THE PROJECT "EVERY DAY IS TEACHER'S DAY" OF THE CITY GOVERNEMENT OF GENERAL TRIAS

TO

TEACHING AND NON-TEACHING STAFF ALL OTHER CONCERN

- 1. The City Government of General Trias in support of the Republic act No. 4670 Magna Carta for Public School Teachers Section 18 on Cost of Living Allowance and with the Matatag Agenda of the Department of Education for "G" (Give support for teachers to teach better) and Division Memorandum No. 268s. 2024 with the same title, came up with the proposal of catering every day the welfare of all teaching and teaching related personnel who are either native, living, residing, and or registered voter in General Trias City through the project "Every day is a Teacher's Day(ETD)".
- 2. To ensure registration of all qualified beneficiaries, this Office hereby disseminates the attached Registration Guidelines for the Project ETD.
- 3. The following non-teaching personnel will serve as the screening committee.

Screening Committee Team Leader: Reichelle A. Saguid - HUMSS and English Dept.

Member:

Rhiza Balome-STEM, Math and TVL

Joeven Anonuevo- HUMSS ICT, Research, ABM, PE and Filipino Dept

- 4. Subject Group head shall be responsible in ensuring the authenticity and completeness of the requirements of all beneficiaries.
- 5. Deadline of submission of requirements is on or before April 22, 2024.
- 6. Immediate dissemination of this School Memorandum is desired.

SALLY P. GENUINO







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REGION IV-A CALABARZON

04-00611

SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY

DIVISION MEMORANDUM

No. _2 6 8 s. 2024

05 April 2024

REGISTRATION GUIDELINES FOR THE PROJECT "EVERY DAY IS TEACHER'S DAY" OF THE CITY GOVERNMENT OF GENERAL TRIAS

TO

Assistant Schools Division Superintendent Chief, School Governance Operations Division Chief, Curriculum Implementation Division Public Schools District Supervisors Heads, Public Elementary and Secondary Schools

All Others Concerned

- 1. The City Government of General Trias City in support of the Republic Act No. 4670 or the Magna Carta for Public School Teachers Section 18 on Cost of Living Allowance and with the MATATAG Agenda of the Department of Education for "G" (Give support for teachers to teach better), came up with the proposal of catering every day the welfare of all teaching and teaching-related personnel who are either native, living, residing, and/or registered voter in General Trias City through the project "Every day is a Teacher's Day (ETD)".
- Project ETD aims to grant teaching and teaching-related personnel additional benefits and privileges to excel more and deliver quality education to all GenTri learners. Specifically, the project aims to:
 - a) Provide additional benefits and privileges to all SDO General Trias City DepEd teaching and teaching-related personnel;
 - Establish collaboration/ partnership with the private establishments/companies to support the project; and
 - c) Adopt a mechanism whereby the DepEd teaching and teachingrelated personnel are enjoying the said benefits and privileges of ETD.
- To ensure registration of all qualified beneficiaries, this Office hereby disseminates the attached Registration Guidelines for the Project "Every Day is Teacher's Day" of the City Government of General Trias City.
- Immediate dissemination and compliance of this Memorandum are highly desired.

DAISY Z. MIRANDA, CESO V Schools Division Superintendent





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Attachment

REGISTRATION GUIDELINES FOR THE PROJECT "EVERY DAY IS TEACHER'S DAY" OF THE CITY GOVERNMENT OF GENERAL TRIAS

The registration of teaching and teaching-related employees in the Division of General Trias City, as well as other eligible employees, aims to gather basic information as part of the database system of ETD. All data to be collected shall be used in the printing of the ETD Identification Card.

A. Eligibility Criteria

The following are eligible to register for ETD:

- ✓ All DepEd public school teachers and teaching-related employees of the Division of General Trias City who are either native, living, or residing in General Trias City, and registered voters of General Trias City.
- ✓ No age limit for all beneficiaries for active personnel.

Notes:

- Teaching employees include Teacher I to III and Master Teacher I to IV.
- Teaching-related employees include Education Program Supervisors, Public Schools District Supervisors, Education Program Specialist, School Heads, Head Teachers, Guidance Counselors, and Librarians.
- 3. Learning Support Aide is allowed to participate in the project if they are qualified with the given eligibility criteria. Provided, that after termination of their contract as LSA, their name will be removed from the list of the project beneficiaries.

B. Documentary Requirements

The following documents shall be submitted by all interested parties. A validation and screening process will be conducted to ensure that all qualified applicants are included in the project as beneficiaries.

- a) Service Record
- b) School ID (most recent)
- c) Voter's ID





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C. Registration Process

To ensure smooth implementation of the ETD, specifically on the validation and credibility of documentary requirements of the teachers, each school shall follow the step-by-step process below. The registration period including the screening and document submission shall commence starting **April 08 – 30, 2024.**

- a) Prepare a school memo regarding the submission of the documentary requirements for ETD. For division personnel, this Memorandum shall serve as a guide.
- b) The School Head shall create a screening team that will facilitate the receiving and screening of the documents. In compliance with DepEd Order No. 02, s. 2024, teachers shall not form part of the said team. In the case of qualified division personnel, the documents shall be submitted to the Curriculum Implementation Division through Mr. Jofit P. Dayoc.
- c) After the screening process, all qualified teachers shall be notified and provide their details using the template attached as Annex A List of Qualified Personnel. The soft copy of the said documents shall then be submitted through the link https://bit.ly/ETD2024 or the QR Code below:



d) After the preparation and uploading of Annex A, a Certification by the School Head shall be prepared (see Annex B - Certification). The School Head shall ensure the credibility of the screening process conducted and the Certification submitted.







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- e) Any violation such as falsification of documents, non-compliance with the eligibility criteria, and other forms of actions detrimental to the implementation of the ETD shall be dealt with accordingly.
- f) The hard copy of Annex A, Annex B, and the compilation of all the documents submitted by the teachers shall be enclosed in a green A4 size expandable folder. The school shall provide a transmittal and a duplicate copy of their certification for personal filing. The deadline for submission of the ETD documents shall not be later than April 30, 2024.

Public School District Supervisors shall ensure proper coordination with their respective School Heads regarding the dissemination of this Memorandum, particularly the registration link. Likewise, School Heads are advised to take full responsibility for disseminating and informing their teachers and teaching-related employees to register on the form.

D. Issuance of ETD ID

After the registration period, the Division of General Trias City will start the encoding and printing of the ETD ID. The issuance will be facilitated by the City Government of General Trias City on a scheduled date.







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Annex A	- List	of (Qualified	Personnel
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School:

No.	Surname	First Name	M.I	Birthday	Home Address
1	Gurmani				
3					
4					
5			1		
6					
7					
8					
9					
10					
11				-	
12					
13					
14					
15					
16					
17					
18					
19					
20					
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22					
23				-	
24					
0.00				1	

*Add rows if necessary

repared by.	
Chairperson,	School ETD Committee







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Annex B - Certification

CERTIFICATION

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of
(Name of School Head) (Name of School)
respectfully submit the documentary requirements of all the qualified school personnel under the project Every Day is Teachers Day (ETD) initiated by the City Government of General Trias.
I certify that these documents are authentic, screened, and found to be in
accordance with the eligibility criteria set forth under the Division Memorandum
No,, s. 2024 entitled REGISTRATION GUIDELINES FOR THE PROJECT
"EVERY DAY IS TEACHER'S DAY" OF THE CITY GOVERNMENT OF GENERAL
TRIAS.
I also understand that any violation such as falsification of documents, non-
compliance with the eligibility criteria, and other forms of actions detrimental to the
implementation of the ETD shall be dealt with accordingly.
implementation of the DJL state of
School Head
Date

