

DepEd Cyber Expo™

Administrative Note and Quick Delegate's Guide

DRIVE 2019: Digital Rise of Philippine Education

12-14 March 2019 | Philippine International Convention Center, CCP Complex, Pasay City

Delegates from the Field Offices

Field offices shall identify the following attendees for the entirety of the event: **three (3) Regional Delegates, five (5) Regional Awardees, and three (3) Division Delegates**. Details are enclosed in **Attachment 2: List of Attendees and Schedule of Activities**.

Explorer Learners and Teachers from Metro Manila

Senior High School (SHS) learners and teachers from Metro Manila will be selected to attend the first day of the event. These learners and their chaperons will join the first day of the event as **Explorers**, who will have the chance to interact with experts and top leaders in ICT, technology, and education; immerse in and experience the latest tools and methodologies; and inspire one another to excel in innovating and solving community problems with technology.

A separate advisory-invite will be sent to DepEd National Capital Region with details on the attendance of Explorers. Attendance of all learners (including Awardees and Explorers) are subject to existing policies on off-campus activities (DepEd Order 66, s. 2017, *Implementing Guidelines on the Conduct of Off-Campus Activities*).

Official Business Declaration

Target attendees are listed in **Attachment 2: List of Attendees and Schedule of Activities**; their attendance shall be on **official business**. **NO REGISTRATION FEES** shall be collected to attend this event; however, this event is **STRICTLY BY INVITATION ONLY**.

Registration

Lead by the Regional Office (RO), each Schools Division Office (SDO) in the National Capital Region (NCR) and supported by the public SHSs, shall identify up to 250 learners with five teachers as chaperons (one teacher or school head per 50 learners). NCR RO thru the SDOs, will facilitate the collection of the names of learners and teachers joining the event by filling in the *Explorers' Database* in Google Sheets <http://deped.in/CyberExplorers2019>. This link shall be accessible to the NCR Regional and Division ITOs only; this must be filled out on or before **11:59 PM, 18 February**.

All other attendees (including Awardees and their Teacher/Coach/School Head) must sign up by visiting <http://deped.in/DepEdCyberExpo2019> and filling out the pre-registration form on or before **11:59 PM, 15 February**. Those who fail to do so shall be considered **walk-in attendees**, who must sign up on site but may lose guaranteed meals and hotel rooms and therefore may have to shoulder their own meals and accommodations.

Replacement of attendees should be backed by documents and is subject to approval of the organizers; any requests for replacements must be sent to the Organizing Committee by **11:59 PM, 1 March**.

Dress Code

All attendees must observe the following dress codes throughout the event.

Day 1 (12 March): **Business Formal (mandatory)**

- For men: Dress shirt, suit and tie, or long-sleeved barong; dress slacks or trousers; dress shoes
- For ladies: Blouse and blazer; dress slacks, trousers, or skirts; dress shoes
- For learners: School uniforms (preferably gala uniforms, if available)

Days 2 and 3 (13-14 March): **Smart Casual (Business Casual optional)**

- For men: All shirts with collars, including dress and polo shirts; casual slacks, trousers, and jeans without holes or frays; dress or casual slip-on or tie shoes
- For ladies: All shirts with collars, including blouses and polo shirts; casual slacks, trousers, and knee-length skirts; dress or casual slip-on or tie shoes, and dress sandals
- Regional/Division/School uniforms are highly encouraged

Accommodation

Only Delegates, Awardees (including their Teacher/Coach/School Head), and VIPs shall be offered complimentary hotel accommodations, which shall be charged against 2018 DCP Funds; these are advised to check in at their assigned hotels starting **02:00 PM, 11 March**; latest check-out date is at **12:00 PM, 15 March**.

The Organizing Committee **will not** provide hotel accommodation for **Explorer**, who will attend only on **12 March**.

Travel Arrangements

Travel expenses of Delegates from ROs, SDOs, and schools shall be downloaded to their respective ROs or SDOs, charged against DCP 2019 Funds; travel of CO personnel, honoraria, contingency, and incidental expenses for all activities during the event shall be charged against the same; travel expenses of Explorers, however, shall be charged to local funds; all subject to accounting and auditing rules and regulations.

CO-, RO-, SDO-, and school-based Delegates must have travel permits to attend this event; while school heads shall arrange the necessary substitution of work and other teaching duties of teacher-participants to ensure that there will be no interruptions in the daily classroom and school activities.

Meals

All hotels shall offer complimentary breakfast to checked-in delegates within their premises; lunch, snacks, and dinner during the event shall be served at the venue. First meal service for delegates shall be **dinner on 11 March** and last meal service shall be **breakfast on 15 March**.

Explorers shall be offered **morning snacks, lunch, and afternoon snacks**, which will be served at the venue, **on 12 March**.

General Information

All attendees may bring in their laptops, mobile phones, and other electronic devices; they must bring in their own chargers and their own power strips.

All learners **MUST NEVER** leave the venue premises during the event; coach and chaperon teachers, may not necessarily be held liable for the actions of learners, must still exercise due diligence and ensure that this rule is strictly enforced.

Attendees are advised to mind their belongings and make necessary precautions to ensure their personal safety, as the Organizing Committee **CANNOT** and **WILL NOT** be held liable for any property loss or damage or any personal injury brought about by willful disregard of standard safety procedures.

Detailed guidelines shall be outlined in the *Complete Delegate's Guide* to be disseminated through email and social media. **All information in this note and the guide are subject to change without prior notice.**

Organizers' Prerogative

The Organizing Committee reserves the right to call out any attendee not complying with the above instructions, as well as escort out from the event any attendee who continually disregards such instructions and may be barred from attending future DepEd ICTS- and/or OUA-organized events.

Contact

For any questions or need additional information on the event, please contact:

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Hours: **Mondays to Fridays, excluding holidays, 08:00 AM to 05:00 PM**