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**MEMORANDUM**

**TO :** Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Director of Services / Centers  
Regional and Assistant Directors

**FROM :** JESLI A. LAPUS  
Secretary

**SUBJECT :** 45<sup>th</sup> SEAMEO COUNCIL CONFERENCE AND 5<sup>TH</sup> ASED MEETING

1. The Department of Education (DepEd) will host the 45<sup>th</sup> SEAMEO Council Conference and 5<sup>th</sup> ASED Meeting on January 26-29, 2010 at Mactan Shangrila Hotel, Cebu City.
2. The conference will convene, among others, all Ministers of Education in the ASEAN Region, affiliate and associate SEAMEO member countries, delegates of bilateral and multilateral institutions, international observers and other invited guests.
3. In order to ensure the effective management and supervision for the success of this momentous event, the working committees contained in earlier memorandum dated 30 July 2009 shall hereby be re-constituted as the Steering Committee to be Chaired by the Secretary and Co-chaired by Undersecretaries RAMON C. BACANI and VILMA L. LABRADOR.
4. It shall: i) provide overall direction in the conduct of activities; ii) commit DepEd resources; iii) approve major funding and resource allocation strategies, and significant changes on funding/resource allocation; iv) resolve conflicts and issues; and v) review activity deliverables.
5. To execute the directives of the Steering Committee, a Conference Committee is hereby created. It shall: i) manage the activities in accordance with the approved conference plan; ii) serve as liaison to the Steering Committee; iii) supervise the work of the technical consultant; iv) direct/lead team members toward project objectives, v) handle problem resolution; vi) manage the conference budget, and vi) provide technical assistance to the SEAMEO Secretariat.

Chairperson : Undersecretary Ramon C. Bacani  
Members : Assistant Secretary Jesus L.R. Mateo  
Assistant Secretary Jonathan E. Malaya  
Assistant Secretary Armando C. Ruiz  
Director Recaredo G. Borgonia  
Director Erlinda C. Pefianco

6. DepED Region VII, being the host region, shall be involved in the conference preparatory activities and during the conference as well. The Regional Director in consultation with the Conference Chair, is hereby authorized to form regional sub-committees to handle specific tasks stipulated in the Conference Guidelines prepared by SEAMEC.
7. All expenses relative to this event shall be charged against OSEC Funds subject to the usual accounting and auditing rules and regulations.
8. This modifies Memorandum dated 30 July 2009
9. For the information and immediate compliance of all concerned.

  
JESLI A. LAPUS  
Secretary