



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
Office of the Secretary

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APR 21 2003

DepEd MEMORANDUM
No. 133, s. 2003

**FIRST NATIONAL CONVENTION OF ADMINISTRATIVE OFFICERS ASSOCIATION
OF THE DEPARTMENT OF EDUCATION (AOADE), INC.**

To: Bureau Directors
• Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Administrative Officers Association of the Department of Education (AOADE), Inc. in collaboration with the Administrative Service, Department of Education, will hold its First National Convention on May 27-29, 2003 at Teachers Camp, Baguio City with the theme "AOADE: The Catalyst of Change Towards Excellence in Basic Education".
2. The objective of the convention is for the DepEd Administrative Officers (AOs) to have comprehensive knowledge and effective administration of the Implementing Rules and Regulations (IRR) of Republic Act No. 9155 otherwise known as the "Governance of Basic Education Act of 2001". It further aims to provide the participants with opportunity to gain full understanding and confidence in implementing the Twelve (12) Point Program for Education.
3. The DepEd Administrative Officers (across levels) and Principals/Teachers acting as Administrative Officers in their respective schools are allowed to attend on **official business**.
4. A registration fee of Three Thousand Three Hundred Pesos (PhP3,300.00) will be charged each participant to cover the expenses on board and lodging, handouts materials, kits, other convention supplies and materials. All expenses incident to their participation shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. The participants are advised to report to the convention venue a day before the scheduled start of the convention and should check out one day after the end of the convention.

6. For reservation, participants may confirm their attendance to the AOADE Secretariat at telefax no. 633-7223 c/o Dir. Maximo C. Aljibe, Director III, Administrative Service, DépEd Central Office, Meralco Avenue, Pasig City.

7. Immediate dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Sheila, MPPD, DM AOADE
04-03-03

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CONVENTIONS
OFFICIALS
SOCIETY or ASSOCIATIONS

| Schedule of Activities | | Day 1 (May 27, 2003) | Day 2 (May 28, 2003) | Day 3 (May 29, 2003) |
|------------------------|---|--|---|---|
| 05:30:00 - 7:00 AM | Morning Exercise | Morning Exercise | Morning Exercise | Morning Exercise |
| 08:00 | Registration | Opening Session Prayer Mr. Romeo S. Rosales Administrative Officer, Pasay City | Opening Session Prayer Mr. Enrique A. Llegado Admin. Officer V, DepEd - Region V | Opening Session Prayer Mr. Enrique A. Llegado Admin. Officer V, DepEd - Region V |
| 09:00 | Opening Ceremony Entrance of Colors Doxology..... DepEd CAR Students National Anthem ... DepEd CAR Students Welcome Address ... Dr. Remedios K. Taguba Regional Director, DepEd-CAR | Umbudsman Rules Relative to Administrative Discipline Hon. Margarito P. Gamero Over-all Deputy Umbudsman | Umbudsman Rules Relative to Administrative Discipline Hon. Margarito P. Gamero Over-all Deputy Umbudsman | Umbudsman Rules Relative to Administrative Discipline Hon. Margarito P. Gamero Over-all Deputy Umbudsman |
| | Introduction of the Speaker... Dr. Madrina C. Agilbe, Admin. Service Key Note Speech Hon. Edilberto C. De Jesus DepEd Secretary | CSC Rules on Appointments & Administrative Discipline Hon. Jose Walkemier V. Veltroras CSC Commissioner | CSC Rules on Appointments & Administrative Discipline Hon. Jose Walkemier V. Veltroras CSC Commissioner | Administration of School Carbons by DepEd Employees/Teachers Coop. Dr. George R. Gamra Regional Director, DepEd-Reg. IVA |
| 10:00 - 10:15 a.m. | MORNING BREAK | | | |
| 10:15 - 12:00 noon | Orientation and Introduction of AOADE Officers Dr. Francisco de la Peña, Jr. (AOADE President) Administrative Officer-V, DepEd Reg. IX | DepEd Employees/Teachers Welfare and the Magna Carta ... Hon. Eduardo Antonio B. Nachura Rep., 2nd District, W. Samar | COA Rules and Regulations in Administration Mr. Danilo A. Sison DepEd Resident Auditor | COA Rules and Regulations in Administration Mr. Danilo A. Sison DepEd Resident Auditor |
| | Orientation/Clearification on the 12 Point Program for Educ. Usec. Juan Miguel M. Luz Undersecretary for Administration & Financial Affairs | Teachers Training & Decentralization Power of Sch. Administrators ... Dr. Alice A. Parfanes Director, NEAP | Open Forum | Open Forum |
| 12:00 - 1:00 p.m. | LUNCH/BREAK | Administrative Concerns Re: Working Linkages between DepEd & CHED... Atty. Junilo D. Virhale, CESO III Deputy Executive Director IV Commission on Higher Education | | |
| 01:00 - 1:30 | Meet Selection Plan and Other Administrative Implication of IRR of RA 9165 Asoc. Mario P. Bravo Assistant Secretary for Legal Affairs | BEE Curriculum..... Dir. Teranta G. Incong BSE Curriculum Dir. Leticia Andrade, OIC Sustainable Administration & Management of DepEd Physical Facilities/Resources Engr. Evangelina C. Sang Physical Facilities | | Orientation on Moral Recovery Program Zenaida M. de Vera AOADE National Secretariat The Art & Science of Self-Transformation and Healing Dr. Ed Mohna President, Institute of Self-Healing |
| 3:00 - 3:15 p.m. | Afternoon Break | | | |
| 03:15 - 5:30 p.m. | Revision of DepEd Disciplinary Rules and Regulations Atty. Macur Marohombas Chief, Legal Division, DepEd-CO Administrative Rules and Discipline Atty. Sebino Cruz Former Resident Ombudsman, DENR Fast Forward/ Formal Investigation/Reporting of Legal Cases Atty. Macur Marohombas | Effective Financial Administration under the New Accounting Rules and Regulations Mr. Oweis M. San Pablo OIC, Office of the Asst. Sec. for Financial Affairs DepEd MIS & Database Records Management System Mr. Desoracias Genilo, Jr. Office of the Planning Service | Admin. Officers Pledge of Support and Commitment Closing Ceremony Closing Remarks Dr. Francisco dela Peña, Jr. Acknowledgment and Awarding of Certificates Dir. Madrina C. Agilbe Closing Song for All | Admin. Officers Pledge of Support and Commitment Closing Ceremony Closing Remarks Dr. Francisco dela Peña, Jr. Acknowledgment and Awarding of Certificates Dir. Madrina C. Agilbe Closing Song for All |
| 06:00 - 07:00 p.m. | Dinner | | | |
| 08:30 - 11:00 p.m. | Socalls | AOADE Board of Trustees Meeting | | |
| Master of Ceremony | Mr. Rosation D. De Leon, EDP/TA/ Administrative Officer V | Mr. Leda G. Jalandoni, DepEd - Silay Div. AO-III | Mr. Teranta G. Tandang, DepEd Gen Santos, AO III | Mr. Teranta G. Tandang, DepEd Gen Santos, AO III |
| Officer of the day | Mr. Ramon R. Bulan, DepEd-Region-I Administrative Officer V | Mr. Brigidio B. Amante, DepEd Reg. IX, AO-V | Mr. Roberto B. Hilario, Sr., DepEd Eastern Samar, AO III | Mr. Roberto B. Hilario, Sr., DepEd Eastern Samar, AO III |