

DepEd ADVISORY No. 633, s. 2011
in compliance with DepED Order No. 39, s. 2009
this advisory is issued for the information of DepEd officials and personnel
(Visit DepEd website at www.deped.gov.ph)
December 29, 2011

**ASIAN ACADEMY FOR GROWTH AND DEVELOPMENT (AAGD) NATIONAL SEMINAR-
WORKSHOP ON OFFICE MANAGEMENT AND CONTROL**

The Asian Academy for Growth and Development (AAGD) will conduct the **National Seminar-Workshop on Office Management and Control** with the theme "*Standards of Office System and Procedure*" on the following dates and venues:

Date	Venue
February 23-25, 2012	Romulo Hall, Teachers Camp Baguio City
May 19-21, 2012	Commission on Audit, Davao City

The Seminar aims to:

1. assist the participants on how to implement office systems and procedure;
2. enhance their skills on record management;
3. strengthen their supervisory practices as department heads; and
4. help them to identify standards of controlling their offices.

The participants to this activity are government employees, heads of offices or departments, municipal civil registrars, DILG local government officers, *barangay* secretaries, school registrars, clerks and employees from both public and private institutions.

Each participant shall be charged a registration fee of Three Thousand Pesos (PhP3,000.00) to cover expenses for the speakers' honoraria, bag, lunch (2), snacks (4), handouts and certificate. Early registrants are given **free** lodging accommodation.

For more information, visit **Mr. Apolinario S. Sayno**, Seminar Director at Blk. 12, Lot 19, Verdant Heights, Multi-national Village, Parañaque City or contact him at any of these mobile phone nos.: 0915-116-8501 and 0939-796-9069.