



March 12, 2008

DepED MEMORANDUM

NO. 121 , s. 2008

7th AOADE NATIONAL CONVENTION AND SEMINAR WORKSHOP

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Head, Public and Private Elementary and Secondary Schools

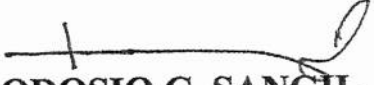
1. The **Administrative Officers Association of the Department of Education (AOADE), Inc.**, in coordination with the **Administrative Service, DepED Central Office**, will hold its three (3) days live-in **7th AOADE National Convention and Seminar-Workshop** on September 17-19, 2008 at the Teachers Camp, Baguio City. The theme of this year's convention is *"Institutionalizing comprehensive administrative reforms for improved support services to basic education."*

2. The objective of the convention is to institutionalize the comprehensive administrative reforms in the department for the improvement of general support services towards the achievement of quality education. The administrative reforms include the installation of the newly developed computerized system for the certification, authentication and verification of school records, implementation of the new records classification system, new guidelines for records management and operations system; new guidelines on general support services, implementation of the new property management and procurement service system; production and distribution of the newly developed guidelines pertaining to disaster/risk reduction, regular project monitoring and reporting system; new office performance evaluation system, mainstreaming of road safety education, criminal justice system, and disaster preparedness in the school curricula; and integration of other related reforms in the administrative service..

3. The participants to this activity are the Administrative Officers of DepED Central Office, Bureaus, Centers, Services, Units and the Regional/Division/Districts and School Administrative Officers and School Officials acting as Administrative Officers, Principals/Teachers-in-charge of Secondary and Elementary Schools, Physical Facilities Maintenance Officers, Vocational and Technological Livelihood Program Coordinators.

4. Attendance to this activity is on official business. A registration fee of Five **Thousand Pesos (PhP5,000.00)** will be charged each participant to cover expenses on kit materials, supplies, rentals of equipment, honoraria, and food and accommodation. Dinner will be served to those who will register on the day before the first day of actual activity. The seminar will end at 3:00 p.m. on September 19. The participants who wish to overstay at the Teachers Camp after the seminar shall make arrangement with the Camp on their own personal account.

5. The members of the working committees and secretariat shall be considered participants and shall pay the registration fee. They are authorized to travel two days before the opening day of the convention.
6. Travel expenses, per diem and other contingent expenses are authorized, chargeable against the local funds, subject to the usual accounting and auditing rules and regulations.
7. For details, reservation and confirmation of attendance, please fill up the enclosed RESERVATION FORM and send to the AOADe Secretariat, FAX Number 633-7236 on/or before August 25, 2008.
8. Immediate and wide dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-In-Charge

Reference: DepED Memorandum: No. 163, s. 2007
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

CONVENTION
SEMINARS
WORKSHOPS

Department of Education
Administrative Service

CONFIRMATION AND RESERVATION FORM

Fax message to : **The AOADe Secretariat : FAX No. 6337236**
Administrative Service, DepED Complex, Pasig City

This is to confirm the attendance of the following Officers to **the 7th AOADe Convention and Seminar-Workshop at the Teachers Camp, Baguio City on September 17 – 19, 2008:**

Name :	Designation
_____	_____
_____	_____
_____	_____
_____	_____

Approved by :

Printed Name and Signature of Head of Office

Designation _____

Office Address _____

FAX / Telephone Number _____