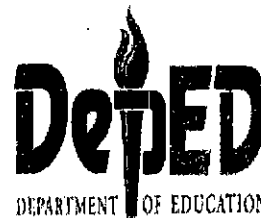




REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



173-3

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Fax: 633-7231
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DepED MEMORANDUM
No. 353 s. 2004

AUG 19 2004

3RD AOADE NATIONAL CONVENTION AND SEMINAR-WORKSHOP

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

1. The Administrative Officers Association of the Department of Education (AOADE), Inc., in collaboration with the Administrative Service, DepED Central Office, will hold its 3rd AOADE National Convention and Seminar-Workshop on December 14-16, 2004 at the Teachers Camp, Baguio City with the theme "Enhanced Capacity of DepED Administrative Officers for Sustainable Development".
2. The primary aim of the activity is to provide opportunities for wider participation of all concerned in finding other innovative alternatives to cope with the increasing demands for administrative support towards sustainable development.
3. Participants in this convention are the Administrative Officers of the DepED Central Office Bureaus/Services/Centers/Units, Regional/Division/Districts and Schools Administrative Officers and all those Administrative Officers, as defined in the DBM Budget Circular No. 2004-3, dated March 6, 2004. Attendance of public school participants will be **on official business**. Those from private schools shall make financial arrangements with their respective schools.
4. A registration fee of Four Thousand Nine Hundred Pesos (PhP4,900.00) will be charged each participant to cover food, accommodation for four (4) days/nights stay at the Teachers Camp, Baguio City, kits, materials, honorarium, rentals of convention halls and equipment, etc. Dinner will be served to those who will register in the afternoon of December 13. Breakfast, lunch, dinner, morning and afternoon snacks will be served on December 14-16, 2004.
5. Members of the different working committees shall be considered participants and shall pay the registration fee and are authorized to travel two days before the convention.
6. Expenses on registration, travel and other incidental expenses are authorized, chargeable to local funds subject to the usual accounting and auditing rules and regulations.
7. For reservation, please contact the AOADE Secretariat at tel. no. (02) 635-0552 or fax no. (02) 633-7223. Confirmation of attendance using the enclosed form must be received by this Office on or before October 31, 2004.
8. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.:
As stated

Reference:
DepED Memorandum: No. 476, s. 2004

Allotment: 1—(D.O. 50-97)

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

CONVENTIONS
OFFICIALS
SOCIETY or ASSOCIATIONS

Madel:AOADE
7-26-04

(Enclosure to DepED Memorandum No. 353, s. 2004)

3rd AOADe National Convention and Seminar-Workshop
Teachers Camp, Baguio City
November 17-19, 2004

CONFIRMATION OF ATTENDANCE

Name of Participant / Member _____

Designation/Position _____

Office Address _____

DepEd Region _____

Division _____

FAX _____

Tel. No. _____

Name and Signature