



Republic of the Philippines  
Department of Education



JUL 26 2005

DepED MEMORANDUM  
No. 209, s. 2005

4<sup>TH</sup> 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  
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 the 4<sup>th</sup> AOADE National Convention and Seminar Workshop on September 27-29, 2005 at the Teachers Camp, Baguio City with the theme "Enhanced Administrative Officers Association: A Viable Schools First Initiative Program Support Mechanism".
2. Participants to the convention will be the Administrative Officers of the DepED Central Office Bureaus/Services/Centers/Units, Regional/Division/District/Schools Administrative Officers, as defined in the DBM Budget Circular No. 2004 – 3 dated March 6, 2004. **Attendance to this convention/seminar will be on official business.**
3. A registration fee of Five Thousand Pesos (PhP5,000.00) will be charged each participant to cover food, accommodation for three (3) days stay at the Teachers Camp, kit-materials, honoraria, rentals of convention halls and equipment, etc. Dinner will be served to those who will register in the afternoon on September 26. Breakfast, lunch, dinner, morning and afternoon snacks will be served on September 27-29.
4. Members of the different working committees shall be considered participants and shall pay the registration fee. For preparatory activities, the committee members are authorized to travel two (2) days before the convention.
5. Expenses on registration, travel and other incidental expenses are authorized, chargeable to local funds, subject to the usual accounting and auditing rules and regulations. Check payments for registration shall be made payable to AOADE, Inc.
6. For reservation, please contact the AOADE Secretariat at telefax no. (02) 633-7223. The enclosed Confirmation of Attendance must be received by this Office on before September 5, 2005.
7. 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. 353, s. 2004

Allotment: 1- -(D.O. 50-97)

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

CONVENTIONS  
OFFICIALS  
SOCIETY or ASSOCIATIONS

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07-01-05

Enclosure to DepED Memorandum No. 209, s. 2005

Administrative Officers Association of the Department of Education (AOADE), Inc.

## **CONFIRMATION OF ATTENDANCE**

**To the 4th AOADe National Convention and Seminar Workshop  
Teachers Camp, Baguio City  
September 27-29, 2005**

**ATTENTION: AOADe Secretariat, DepEd Complex, Pasig City  
FAX No.: 633-7236**

**YES, The following persons will attend:**

REGION	DIVISION	NAME of PARTICIPANTS	DESIGNATION

**School / Office Address:**

\_\_\_\_\_  
\_\_\_\_\_

Fax No. \_\_\_\_\_

**Transmitted by:**

\_\_\_\_\_  
(Signature over Printed Name of School / Office Head)

\_\_\_\_\_  
(Designation)