



Office of the Secretary

JAN 12 2007

DEPED MEMORANDUM

No. 32, s. 2007

**4th NATIONAL CONFERENCE-WORKSHOP OF OFFICIALS AND EMPLOYEES
INVOLVED IN PERSONNEL ADMINISTRATION IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents
Elementary/Secondary School Principals

1. The Department of Education (DepED), through the Personnel Division, Human Resource Development Service, Central Office, will hold the 4th National Conference-Workshop of Officials and Employees Involved in Personnel Administration in the Department of Education with the theme, "***The Role of the Human Resource Managers on Continual Learning and Improvement***" on May 7-9, 2007 at Teacher's Camp, Baguio City.
2. Authorized to attend are officials and employees assigned in the central, regional, division, district offices and elementary and secondary schools, who are actually involved in personnel administration in their respective offices. Attendance to this seminar-workshop will be on official business.
3. Registration fee is ₱5,500.00 per participant, to cover food and accommodation, conference materials and other incidental expenses, chargeable to the respective local funds and subject to the usual accounting rules and regulations. Participants/committee members from the Central Office shall charge registration fees, traveling and other incidental expenses to OSEC funds. Consultants, resource persons and facilitators coming from the different offices will charge expenses as participants to the respective local funds of their offices. Committee members are authorized to travel to Baguio City two (2) days before the start of the conference-workshop.
4. For further details, please contact the Officer-In-Charge of the Personnel Division at telephone numbers 633-9345, 636-6546 or at telefax no. 633-6682.
5. Enclosed is the confirmation form to be submitted on or before April 30, 2007.
6. Immediate dissemination of this Memorandum is desired.

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

Encl.:

As stated

Reference:

DepED Memorandum No. 204, s. 2007

Allotment: 1—(D.O. 50-97)

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

CONFERENCE
EMPLOYEES
OFFICIALS
WORKSHOP

(Enclosure to DepED Memorandum No. 32 , s. 2007)

CONFIRMATION OF REGIONAL ATTENDANCE
**4th NATIONAL CONFERENCE-WORKSHOP OF OFFICIALS AND EMPLOYEES
INVOLVED IN PERSONNEL ADMINISTRATION IN THE DEPARTMENT OF EDUCATION**

Fax No.: (02) 633-6682

Attention: Mrs. Leonila G. Joson, OIC, Personnel Division

NOTE: Please advise participants that registration fees are on a **cash basis**.

Name of Participant	Region/Division/School	Position/Designation	Office/School Address	Contact Number

Submitted by:

Signature over Printed Name

Designation