



APR 10 2007


DepED MEMORANDUM
No. 163, s. 2007

6TH 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 coordination with the Administrative Service, DepED Central Office, will hold its live-in **6th AOADE National Convention** on September 13-15, 2007 at the Teachers Camp, Baguio City. The theme of the convention is: **“Making Administrative Services Efficient, Effective and Relevant to the Implementation of Innovative Programs and Projects in Public Schools”**.
2. The objectives of the convention shall be as follows:
 - a) To strengthen inter-agency linkages towards contributing to the upgrading and modernization of public schools thru various relevant educational programs/projects/activities, such as:
 - 1) “Adopt-A-School” Program
 - 2) Tech-Voc Program
 - 3) Road Safety Education for Children Program
 - 4) Calamity/Disaster Management Program
 - 5) Standardized Records Management Operations
 - 6) Certification, Authentication and Verification (CAV) of Secondary/Elementary School Records
 - 7) Crime Prevention and Criminal Justice System
 - 8) Rich Media Data/Media Matrix
 - b) To encourage collaboration of individual/group efforts towards promoting the utilization of appropriate and innovative technologies for quality public education

3. The participants to this activity are the Administrative Officers of DepED Central Office, Bureaus, Services, Centers, Units and the Regional/Division/Districts and Schools Administrative Officers and School Officials acting as Administrative Officers, Physical Facilities Maintenance Officers, Records Officers, Vocational and Technological Livelihood Program Coordinators.
4. A registration fee of **Five Thousand Pesos (Ph5,000.00)** will be charged each participant to cover expenses on kit materials and supplies, rentals of equipment, honoraria, food and accommodation. Dinner will be served to those who will register on September 12, 2007. Breakfast, lunch, dinner, morning and afternoon snacks will be served on September 13-14. Breakfast, lunch, morning snacks and packed afternoon snacks will be served on September 15. The seminar will end at 3:00 p.m. on September 15. Overnight stay at the Teachers Camp on September 15 shall be on the personal account of the participant.
5. The members of the working committees and secretariat shall be considered participants and shall pay the registration fee in full and 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 to local funds, subject to the usual accounting and auditing rules and regulations.
7. For more information and details, please contact the AOADE Secretariat at telephone numbers 633-7223 and 635-0552.
8. For reservation, please fill-up the enclosed **Reservation Form** and send it back to the AOADE Secretariat on or before August 20, 2007 thru telefax 633-7236.
9. Immediate and wide dissemination of this Memorandum is desired.


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

Encl.: As stated
Reference: DepED Memorandum: No. 285, s. 2006
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

CONVENTIONS
SEMINARS
WORKSHOPS

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

6TH AOADE NATIONAL CONVENTION AND SEMINAR WORKSHOP

Teachers Camp, Baguio City

September 13-15, 2007

RESERVATION FORM

(Please fill up this form and send to AOADE Secretariat through telefax No. 633-7236)

Name of Participant/s :	SEX
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REGION _____ **Office Address:** _____

Telephone / Telefax No.: _____

Mobile Phone : _____

Submitted by: _____

Signature of Head of Office : _____
