



Republic of the Philippines
Department of Education



SEP 29 2008

DepED MEMORANDUM
 No. 449, s. 2008

4TH NATIONAL CONVENTION OF PHYSICAL FACILITIES COORDINATORS
 AND DEPED PROJECT ENGINEERS

To: Regional Directors
 Schools Division/City Superintendents
 All Others Concerned

1. The Physical Facilities and Schools Engineering Division, Office of Planning Service (PFSED-OPS) will hold its 4th National Convention of Physical Facilities Coordinators and DepED Project Engineers with the theme **“Building School Facilities is the Government’s Commitment, Providing Maintenance is Everybody’s Concern”** to be held at Clark Field, Pampanga (hotel still to be identified) on December 8-10, 2008.
2. The convention aims to provide a venue for the exchange of ideas among participants with regards to proper maintenance of physical facilities as another intervention in delivering quality education to our school children. This is also geared towards a continuing tradition of meeting to plan for better management of projects and renew commitments among Physical Facilities Coordinators, Project Engineers, and PFSED staff to enhance performance and teamwork.
3. The participants to this convention are the Regional and Division Physical Facilities Coordinators, DepED Project Engineers, PFSED Staff and selected staff from the Accounting Division of the Central Office.
4. Participants are requested to bring their status report of projects being implemented in their respective areas.
5. Participants are expected to be at the venue by Sunday afternoon, December 7, 2008. Attendance to this activity shall be on **official business**.
6. A registration fee of Two Thousand Five Hundred Pesos (Php2,500.00) shall be charged each participant to cover payments for convention materials and supplies, contingencies and honoraria of resource speakers.
7. Participants shall charge their transportation and registration fees against their local School Building Monitoring Funds or any local funds, subject to the usual auditing and accounting rules and regulations. Traveling expenses of PFSED and selected Accounting Staff shall be charged against the Engineering and Administrative Overhead (EAO) funds of the School Building Program of the Department subject to the usual auditing and accounting rules and regulations.

8. Funds for board and lodging of participants shall be charged to the EAO of the Central Office and shall be transferred to DepED Region III, as the host of the convention.
9. Enclosed is the pro forma of the Confirmation Slip. Accomplished forms shall be faxed to the PFSED Office not later than Monday, November 24, 2008 at telefax nos. (02) 633-7263; (02) 637-6464 and (02) 638-7110.
10. Immediate and wide dissemination of this Memorandum is desired.



JESLI A. LAPUS
Secretary

Encl.: As stated

Reference: DepED Memorandum: No. 448, s. 2007

Allotment: 1—(D.O. 50-97)

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

SCHOOLBUILDINGS
CONVENTIONS
PROJECTS

Sally: 4th nat'l. convention (PFSED)
September 23, 2008



Department of Education
Office of the Planning Service
Physical Facilities and Schools Engineering Division



4thth NATIONAL CONVENTION OF PHYSICAL FACILITIES
COORDINATORS AND DEPED PROJECT ENGINEERS
Clark Field, Pampanga
December 7-10, 2008

CONFIRMATION SLIP

REGION:	_____
DIVISION:	_____
NAME OF PFC:	_____
NICKNAME:	_____
SEX/GENDER:	_____
OFFICE ADDRESS:	_____
OFFICE TEL. NO.:	_____
CELLPHONE NO.:	_____

IMPORTANT: This form should be submitted to PFSED on or before November 24, 2008, via telefax nos. (02) 633-7263 and (02) 638-7110.

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