



Republic of the Philippines
Department of Education

30 AUG 2019

DepEd MEMORANDUM
No. **104** s. 2019

2nd NATIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE SERVICES OF THE DEPARTMENT OF EDUCATION

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education
Bureau Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Administration (OUA) and Office of the Director for Administrative Service (OD-AS), and in coordination with the DepEd Regional Office No. IX and the Schools Division of Dipolog City, will hold the **2nd National Conference of Personnel in the Administrative Services (NCPAS) of the Department of Education** with the theme, Embracing Challenges, Braving the Hurdles, Bridging the Gaps, from September 10 to 14, 2019 (inclusive of travel time) in Zamboanga del Norte. The specific venue will be announced in a separate issuance.

2. The 2nd NCPAS is aligned with the advocacy of the DepEd Management to empower all personnel of the organizational strands as its constructive and effective partners in sustaining the gains of the thrusts and direction of the Department as carried out in its projects, programs and activities. It is an activity that provides avenue for the participants to enhance and upgrade their skills, knowledge and opportunities as a vital component of the support structure of DepEd.

3. The conference aims to gather the personnel and administrative officers of the Administrative Service in a learning and nurturing environment to provide them a grounded foundation in facing the challenges of the Department; to capacitate and strengthen them in overcoming the constraints and impediments to achieve the goals and vision of the leadership for the learners, the personnel and all the other component structures of DepEd and to engage them in a fruitful networking, collaboration and convergence, regardless of their level of positions and responsibilities, as organizational, structural and policy gaps, among other things, are addressed with visible positivism and unqualified unity.

4. The DepEd officials, officers, and other employees required to attend in the conference are those listed in the Participants Distribution Guide, including those who comprise the National Executive Steering Committee (NESC) and Working Committees (WCs) of the 2nd NCPAS. The lists shall be issued by OD-AS in another Memorandum.

5. For the smooth, effective, and efficient conduct of the conference, all bureau and service directors of the CO, regional directors (RDs), and concerned schools division superintendents (SDSs) shall strictly implement the following:

- a. Only the identified participants in the lists to be provided by the OD-AS must attend the conference within their respective authorized travel period as indicated therein;

- b. Unauthorized substitutes/representatives shall not be allowed in the conference. In the event of the non-availability of an identified participant, the RD or SDS may send a replacement, **provided the latter performs the functions, duties, and responsibilities in the same Administrative Service Division/Unit in the regional office/schools division office/implementing unit;**
- c. All participants shall pre-register in the Registration Link to be provided in the Activity Advisory to be issued by the OD-AS. The policy of **no confirmation of registration, no accommodation** shall be observed. Thus, walk-in registration shall **NOT** be entertained in the conference site;
- d. All participants are expected to be in the conference venue by 2:00 p.m. of **September 10, 2019** and their check-out time shall not be later than 12:00 noon of **September 14, 2019**; and
- e. Members of the NESC and the WCs are authorized to travel to the conference venue from **September 8 to 14, 2019** for the necessary coordination on the administrative, financial and technical arrangements and preparations for the 2nd NCPAS.

6. Expenses for the board and lodging shall be downloaded to the Schools Division of Dipolog City and plane tickets of the participants to the regional/schools division office concerned; and shall be subject to usual accounting auditing rules and regulations. Participants shall book their flights and buy their own plane tickets at an allowable economy rate. Reimbursement of the applicable expenses shall be made after the conference and procedures for the reimbursement shall be issued by the OD-AS. The OD-AS shall handle the booking of flights and purchase of plane tickets for the members of the NESC and WCs.

7. For more information, please contact **Mr. Jerald John M. Dikitanan** or **Ms. Leslie Rose Sarmiento Lontok**, Office of the Director, Administrative Service, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at mobile phone nos. 0918-657-0616 or 0906-363-2070.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
 Secretary

Reference: None

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

CONFERENCE
 EMPLOYEES
 OFFICIALS
 ORGANIZATIONS
 SOCIETY OR ASSOCIATIONS