

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

February 15, 1985

MECS MEMORANDUM
No. 17, s. 1985

NATIONAL WORK-CONFERENCE FOR MECS ADMINISTRATIVE OFFICERS

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
School Superintendents
Vocational School Administrators
Coordinators, State Colleges and Universities

1. The Ministry of Education, Culture and Sports and the National Association of School Administrative Officers (NASAO) will jointly sponsor a work-conference for all administrative officers of the MECS at the Development Academy of the Philippines (DAP), Tagaytay City on March 27-29, 1985. The theme of this conference is "ADMINISTRATIVE OFFICERS: THEIR ROLE IN THE EDUCATIONAL SYSTEM."

2. The objectives of the conference are:

1. To know the significant roles these officials play in the educational system;
2. To familiarize them with some of the important changes in the organizational and functional structure of the Ministry;
3. To upgrade and improve their knowledge and competencies on such subjects as personnel, property, fiscal, legal, records and other administrative matters;
4. To have a dialogue with the Honorable Minister on matters affecting job-performance; and
5. To orient the members on the plans, projects and problems of the Association.

3. After completion of the 3-day work-conference, the participants are expected to:

1. Know their role in the management of their respective offices;
2. Acquire knowledge of the new organizational and functional structure of the Ministry;
3. Improve, innovate, and upgrade their knowledge and competencies along personnel, property, fiscal, legal, records and other administrative matters;

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4. Present and apprise the Minister on matters affecting job performance; and
5. Orient the members on the plans, projects and problems of the Association.

4. Authorized to attend this work-conference are the administrative officers, administrative assistants and officers-in-charge of administrative matters or acting administrative officers of bureaus, cultural agencies, regional and division offices, national and vocational schools and state colleges and universities. Transportation, per diem, other allowances will be charged against local funds, subject to the usual accounting and auditing regulations.

5. It is desired that the contents of this Memorandum be disseminated immediately.

(SGD.) JAIMR C. LAYA
Minister

Reference:

N o n e

Allotment: 1-2-3--(D.C. 1-75)

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

BUREAU & OFFICES
CONFERENCES
OFFICIALS
SOCIETY or ASSOCIATIONS
WORKSHOP

