

REPUBLIKA NG PILIPINAS
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DECS Complex, Meralco Avenue
Lungsod ng Pasig



*Sama-Sama
sa DECS*

TANGGAPAN NG KALIHIM

July 23, 1997


DECS MEMORANDUM
No. 268, s. 1997

**ATTENDANCE OF DECS ADMINISTRATIVE OFFICERS
AND OTHER OFFICERS PERFORMING ADMINISTRATIVE FUNCTIONS**

To : Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
National High School Administrators/Principals

1. The Government Administrative Officers, Inc. (GAAO) will hold a live-out work-conference at the WHITE ROCK RESORT HOTEL, Subic Bay, Zambales on October 7-9, 1997 with the theme " A Closer Look on the Quality of the Administrative Service."
2. The rationale of this conference is to provide the necessary knowledge and update the participants on the latest issues, policies, rules and regulations concerning the Civil Service Commission (CSC), Government Service Insurance System (GSIS), Commission on Audit (COA) and Department of Budget and Management (DBM).
3. Authorized to attend are administrative officers and other officers performing administrative functions of units, centers, services, divisions, national high schools, regional and central offices and conference committee members.
4. A registration fee of Two Thousand Seven Hundred (P2,700.00) shall be charged per participant to cover conference kit, supplies and materials, lunch and 2 snacks, handouts and honoraria for speakers. All travel, hotel accommodation and other incidental expenses are chargeable against local/office funds subject to the usual accounting and auditing rules and regulations.
5. For further details and reservation, please contact:

Mrs. Josephine Capoquian GAAO Secretary Commission on Appointments GSIS Building, Pasay City Tel. Nos. 831-2187	Mrs. Rosalinda R. Supangco GAAO Treasurer Jose R. Reyes Hospital Medical Center Avenida Rizal, Sta. Cruz, Manila Tel. No. 711-6260
---	--
6. Immediate dissemination of this Memorandum is desired.


ANTONIO EDUARDO B. NACHURA
Undersecretary
Officer-in-Charge

Reference: None

Allotment: 1—(D. O. 50-97)

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

**CONFERENCES
OFFICIALS**

REMINDER TO PARTICIPANTS

I. Bring

- a) Printed dress (ladies) } for our socials
- b) Printed polo shirt (Men) } "Hawaiian Night by the Sea".
- c) Swimming suit/trunk/shorts } for swimming during your free times.
- d) Sports attire

II. Amenities for Stay-in Hotel Guests

- a. Free running coffee
- b. Free use of the beach and swimming pools
- c. Free welcome drinks upon arrival at the resort
- d. Free set-up of sportsfest facilities like tug-of-war, palo sebo, obstacle courses, sack race, etc.
- e. Free use of indoor and outdoor games like tennis court, basketball court, beach volleyball, etc.

NOTE: The Association made arrangement for hotel accommodation at the rate of P300.00 per day for your participants who decide to stay in the hotel. Those who prefer to stay at the White Rock Hotel, please contact the following for your reservation not later than September 22, 1997. Reservation will be on a first come first serve basis.

- 1. Rosalinda Supangco - Tel. No. 711-62-60
- 2. Josephine Capoquin - Tel. Nos. 831-21-87
- 3. Mercy Maranan - Tel. No. 633-93-44