



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

February 23, 1999

DECS MEMORANDUM
No. 73, s. 1999

THE GOVERNMENT ADMINISTRATIVE OFFICERS SEMINAR-WORKSHOP

To: Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents

1. The Government Association of Administrative Officers, Inc. (GAAO) will hold a live-out seminar-workshop at the Cebu Plaza Hotel, Cebu City on March 16-18, 1999 with the theme "Bringing Out the Best in the Administrative Officers".
2. The seminar-workshop aims to provide excellent opportunities for administrative officers to enhance their skills and knowledge on problem solving, material management and public bidding as well as to exchange ideas responsive to the changing times.
3. Authorized to attend on official time are administrative officers including other officers performing administrative functions of the different units, centers, services, divisions, national high schools, regional and Central offices and other bonafide members of the association.
4. A registration fee of Two Thousand Seven Hundred Pesos (P2,700.00) shall be charged each participant to cover cost of venue, conference kit, materials, lunch and 2 snacks and honoraria for speakers/lecturers. Participants should be willing to shoulder the registration fee, transportation and other incidental expenses incident to the activity in accordance with DECS Order No. 6, s. 1999.
5. Deadline for submission of names of participants is March 8, 1999 and for further details, please contact:

Mrs. Rosalinda R. Supangco Jose Reyes Memorial Medical Center Avenida Rizal, Sta. Cruz, Manila Tel. No.: 711-6260	Mrs. Josephine Capoquian Commission on Appointments PICC, Pasay City Tel. No.: 831-2187
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6. Immediate dissemination of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

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"Together Let Us Build This Nation Through Education"

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Reference: DECS Memorandum: No. 268, s. 1997

Allotment: 1-(D.O. 50-97)

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

~~SEMINARS~~
~~SOCIETY or ASSOCIATIONS~~
~~WORKSHOPS~~