



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Maralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

September 16 1999

DEC S MEMORANDUM
No 401 s 1999

1999 ANNUAL CONVENTION/SEMINAR OF GOVERNMENT
INTERNAL AUDITORS

To Bureau Directors
Regional Directors

1 The Association of Government Internal Auditors (AGIA) will be holding its 1999 Annual Convention/Seminar at the Grand Men Seng Hotel Magallanes Anda Streets, Davao City on October 20 to 22, 1999

2 The theme for this year's three day Convention/Seminar is Empowered Internal Auditing Towards Effective Governance, which will be highlighted by technical sessions, discourses on current issues involving Internal Auditing in the Government, and plenary sessions

3 Enjoined to participate in this Convention/Seminar are government internal auditors from the Department of Education, Culture and Sports (DECS) on official time only

4 A registration fee of Three Thousand Six Hundred Pesos (P3,600 00) shall be charged each participant to cover, among others, meals for three (3) days and two (2) nights, accommodation, seminar materials and bag

5 Inclosed is the Convention/Seminar's Confirmation/Registration Slip For more inquiries you may call Buddy Las at 412 2049 or Jo-Anie Ongogan at 412 2033 Accomplished forms may be sent thru fax at 412 2033 or at Unit 402 Merchant Square Condominium, 1386 E Rodriguez Avenue corner Mabolo Street, New Manila, Quezon City

6 Immediate and wide dissemination of this Memorandum to all concerned is desired

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incl As stated

Reference None

Allotment 1—(D O 50 97)

To be indicated in the Perpetual Index under the following subjects

CONVENTIONS

SEMINARS

Please reproduce this form as many as necessary

CONFIRMATION/REGISTRATION SLIP

For: The Chairman, Convention Committee
c/o Secretariat

I/We hereby confirm my/our participation in the

1999 AGIA CONVENTION

Date : October 20, 21 and 22, 1999

Venue : Grand Men Seng Hotel
Magallanes-Anda Sts., 8000 Davao City

Registration Fees : P3,600.00 Live in

Inclusions:

- Two (2) Nights Hotel Accommodation
- Two (2) Set of Buffet Breakfasts
- Three (3) Buffet Lunches
- Two (2) Buffet Dinner
- Three (3) AM and Two (2) PM Snacks
- Cocktails
- Seminar materials & convention bag.

P3,100.00 Live out

Attached is my/our registration fee of P_____ (Note: Check should be payable to AGIA).

Names/Position of Participant/s

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of Agency/Office: _____

Address: _____

APPROVED: _____
Name/Signature of Head of Agency/Office

IMPORTANT REMINDER: Please CONFIRM attendance AS EARLY AS POSSIBLE.

Accomplished forms may be sent thru:
Fax : 412-20-33

Mall : Unit 402 Merchant Square Condominium
1386 E. Rodriguez Ave. cor. Mabolo St.
New Manila, Quezon City

OR you may CALL in your reservation to:

- Buddy Lns at 412-20-49
- Jo-Aule Ongogan at 412-20-33

If payment is thru billing, approved Confirmation Slip should be submitted during registration.