



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapin ng Pangalawang Kalihim
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DepEd MEMORANDUM
No. 21, s. 2002

FEB 19 2002

ADMINISTRATIVE OFFICERS SEMINAR WORKSHOP

To: Regional Directors
Bureau/Service/Center Directors
School Division / City Superintendents
Secondary High School Administrators / Principals

1. Government Association of Administrative Officers, Inc. (GAAO) in cooperation with the DECS National Association of Administrative Officers, Inc. (NADECSAO) scheduled a live-out seminar-workshop on the occasion of its 6th Year Anniversary at DECS ECOTECH Center on April 02 - 05, 2002 with the theme: "UNITY IN DIVERSITY".
2. April 05 - (special arrangement with GAAO) - Conference exclusive to DepEd participants and Central Office officials on the following issues:
 - a) Opportunity to meet DepEd central office officials;
 - b) To develop closer coordination between the field and central offices;
 - c) To update new policies/issuances/rules/regulations;
 - d) Opportunity to run / cast their votes on the Election of GAAO Officers 2002 - 2004.
3. In this regard, Administrative Officers, Officers-in-Charge, personnel performing administrative functions and committee members are authorized to attend and stay at the DECS ECOTECH CENTER as an exception to DECS Order # 6, s. 1999.
4. A registration fee of P3,600.00 shall be charged each participant/committee member to cover rental of conference hall, audio visual equipment, lunch and 2 snacks, reproduction of materials, seminar kits, plaques, and professional fees to lecturers. DECS ECOTECH Center charged P399.00 /per day which includes room accommodation, breakfast and dinner.
5. Registration fee, transportation, per diems and other incidental expenses are chargeable against local funds are authorized at rates prescribed in accordance with current CSC and DBM policies subject to the usual auditing and accounting rules and regulations.
6. Candidates are presently holding the position of an Administrative Officer, a bonafide member with good standing of the Association for at least one year. Your application with picture must reach the GAAO Office, B4, L-20 Ascension Avenue, Lagro, Quezon City before March 10 to give sufficient time for the Election Committee to scrutinize your credentials.

"Bawat Graduate, Bayani at Marangal"

(2)

7. Please confirm your attendance to Mrs. Rosalinda Supangco, Jose Reyes Memorial Medical Center, Sta. Cruz, Manila at telephone # 711-6260 or Fax # 732-1077 or DECS Fax 6337236 not later than March 20. Registration of participants at Ecotech Center starts at 2:00 p.m. on April 01, 2002.

8. Immediate and widest dissemination of this Memorandum is desired.

E.S.P.
ERNESTO S. PANGAN
Undersecretary

References:

DECS Order: (No. 6, s. 1999)
and Unnumbered Memorandum dated November 27, 2001

Allotment: (D.O. 50-97)

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

OFFICIALS
SEMINARS
SOCIETY or ASSOCIATIONS
WORKSHOPS