



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

Tanggapan ng Kalihim
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December 18, 2003

DEPED MEMORANDUM

No. **476**, s. 2003

TO : Bureau Directors
Regional Directors
Schools Division Superintendents
School Principals/Heads of Public/Private Elementary/Secondary Schools

2004 AOADe National Convention

1. The Administrative Officers Association of the Department of Education (AOADE), Inc., in collaboration with the Administrative Service, DepEd Central Office, will hold its three (3) days live-in 2004 AOADe National Convention on March 22 – 25, 2004 at the Teachers Camp, Baguio City with the theme: "Self-Transformation Towards Service Professionalization".
2. Participants in the convention will be the Administrative Officers of the DepEd Central Office Bureaus/Services/Centers/Units, Regional/Division/Districts and Schools Administrative Officers and School Officials acting as Administrative Officers. Attendance to this convention will be on official business.
3. A registration fee of **FOUR THOUSAND NINE HUNDRED PESOS (P4,900.00)** will be charged each participant to cover food (breakfast, lunch, morning and afternoon snacks and dinner for three days), accommodation for four (4) days/nights stay at the Teachers Camp, kit-materials, honorarium, rentals of convention halls and equipment, etc. Dinner will be served to those who will register on March 22, the day before the actual convention.
4. Members of the different committees shall be considered participants and shall pay the registration fee and are authorized to travel two days before the convention.
5. Expenses on registration, travel, and other incidental expenses are authorized, chargeable to local funds, subject to the usual accounting and auditing rules and regulations.
6. For reservation, please contact the AOADe Secretariat at telephone number 635-0552 or Fax Number 633-7223.
7. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Reference: DepED Memorandum: No. 133, s. 2003

Allotment: 1—(D.O. 50-97)

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

CONVENTIONS

OFFICIALS

SOCIETY or ASSOCIATIONS