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DepED MEMORANDUM
No. 5, s. 2004

JAN 09 2004

TWENTY-FOURTH NATIONAL SECONDARY SCHOOL ADMINISTRATORS CONGRESS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Private and Public Secondary School Principals
Vocational High School Principals/Administrators
Secretary of Education, ARMM
All Others Concerned

1. The Philippine Association of Secondary School Administrators (PASSA) announces the holding of the of the National Secondary School Administrators Congress at Teachers Camp, Baguio City on March 14-18, 2004. The theme of the Congress is "*Seize the Day ... Make the Day (Making Sense of School Management ... Here and Now).*"
2. The goal of this Congress is to help administrators in defining their management entry point, focus and reality-check dimensions. This is translated to three following objectives:
 - a. To situate strategic planning and school management in the context and dynamics of the basic education reform roadmap and socio-economic realities;
 - b. To consolidate the major concerns of school management particularly, instructional leadership in strategic planning; and
 - c. To train students in responsible citizenship as an entry point and focus of secondary education.
3. Participants to this Congress are private and public secondary school principals, administrators, superintendents and assistant superintendents and regional supervisors in charge of secondary education, chiefs and assistant chiefs of Secondary Education Division, heads of secondary trade-agriculture-fisheries schools. And teachers-in-charge of public secondary schools. Designated committee members as well as the present PASSA officials and board of directors are authorized to travel two days before the Congress. Attendance to this Conference is **on official business**.
4. A registration fee of Four Thousand Nine Hundred Pesos (PhP4,900.00) shall be charged each participant and committee members to cover expenses for board and lodging, conference materials and kits, and honoraria of speakers, etc. The first meal shall be served during supper of March 14 and the last meal shall be the breakfast of March 18. Travelling expenses and registration fee shall be charged against local funds or Local School Board Funds subject to its availability and the usual accounting and auditing rules and regulations.

"Educating for a Strong Republic"

5. For further details/inquiries, please contact **Mr. Reynaldo Gulling** at tel. no. 631-06-50 or **Ms. Zenaida G. Mendoza** at tel. no. 636-51-72.

6. Immediate dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference:

DepED Memorandum: No. 9, s. 2003

Allotment: 1—(D.O. 50-97)

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

CONFERENCES
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