



JUL 26 2006

DepED MEMORANDUM
No. 235 , s. 2006

5th AOADE NATIONAL CONVENTION AND SEMINAR-WORKSHOP

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. To provide opportunities for wider participation in public administration and gain in-depth understanding of the Basic Education Act (RA 9155) and other administrative related DepED Orders, Memoranda, including the strengthening of organized DepED Calamity, Disaster and Fire Control (CDFC) Groups, and for the effective implementation of DepED Rationalization Program, the Administrative Officers Association of the Department of Education (AOADE), Inc., in collaboration with the Administrative Service, DepED Central Office, will hold its live-in **5th AOADE National Convention and Seminar-Workshop** on September 27-30, 2006 at the Ecotech Center, Lahug, Cebu City, with the theme "**Rationalization Towards Better Administration**".

2. The participants in the convention will be the Administrative Officers of the DepED Central Office Bureaus, Services, Centers, Units, and the 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 Five Thousand Pesos (PhP5,000.00) will be charged each participant to cover food, accommodation for four (4) days/nights stay at the Ecotech Center, kit-materials, honorarium, rentals of convention halls and equipment, etc. Meals will be served to those who will register in the afternoon of September 26, the day before the actual convention.

4. Members of the different working 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 tel. nos. 633-7223 and 635-0552. The enclosed Confirmation of Attendance must be sent to fax no. 633-7236 on or before the first week of September 2006.

7. Immediate and wide dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encl.:
As stated

Reference:
DepED Memorandum: No. 209, s. 2005

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

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

CONVENTION
OFFICIALS
SOCIETY or ASSOCIATIONS
WORKSHOPS

Reformatted by: Maricar/DM;AOADE
05-11-06

(Enclosure to DepED Memorandum No. 285, s. 2006)

To the AOADe Secretariat: FAX No. 633-7236

Administrative Officers Association of the Department of Education (AOADE), Inc.
Administrative Service, DepED Complex, Meralco Ave., Pasig City

Confirmation of Attendance to the 5th AOADe National Convention and Seminar-Workshop

Name of Participant: _____

Position : _____

Office/School Address: _____

Region:/Division _____

Contact telephone/fax _____

Authorized by: _____

Signature over Printed Name of DepED Official

(Designation)