



Republic of the Philippines
Department of Education



APR 30 2009

DepED MEMORANDUM
No. 198, s. 2009

8th 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
Head, Public and Private Elementary and Secondary Schools

1. The Administrative Officers Association of the Department of Education (AOADE), Inc., in coordination with the Administrative Service, DepED Central Office, will hold its four (4) days live-in 8th AOADE National Convention and Seminar-Workshop on September 16-19, 2009 at the Teachers Camp, Baguio City. The theme of this year's convention is "Expanding Administrative Service for Improved Support System to Quality Education".
2. The objective of the convention is to inspire and encourage creativity among the education stakeholders to expand the delivery of administrative service for quality education.
3. The participants to this activity are the Administrative Officers of DepED Central Office, Bureaus, Centers, Services, Units and the Regional/Division, Districts and School Administrative Officers and School Officials acting as Administrative Officers, Principals/Teachers-In-Charge of Secondary and Elementary Schools, Physical Facilities Maintenance Officers, Vocational/Technological Livelihood Program Coordinators, Records Officers, Property Custodians/Officers and Officers acting as Disaster/Risk Reduction Coordinators.
4. Attendance to this activity is **on official business**. A registration fee of Five Thousand Pesos (PhP5,000.00) will be charged each participant to cover expenses on kit materials, supplies, rentals of equipment, food and hotel accommodation. Dinner will be served to those who will register in the afternoon on September 15, 2009. The seminar proper will start at 9:00 a.m. on September 16, 2009 and will end at 11:00 a.m. on September 19, 2009. The check-out time is at 12:00 noon. Packed pm snacks shall be distributed to the participants after lunch. Those who wish to overstay at the Teachers Camp after the seminar shall make arrangement with the management on their own personal account.
5. The members of the Secretariat and Working Committees are considered as participants and shall pay the full amount of the registration fee. They are authorized to travel two days before the opening day of the convention.

6. Travel expenses, registration fees, per diem and other contingent expenses are authorized, chargeable against the local funds, subject to the usual accounting and auditing rules and regulations.

7. For reservation and confirmation of attendance, please send the accomplished Reservation Form (copy enclosed) to the AOADe Secretariat at fax nos. 633-7223 or 633-7236 or e-mail to aoadeped@yahoo.com on/or before August 1, 2009. The Secretariat shall have the privilege to reject the participants who shall come to the venue without reservations.

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



JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference:

DepED Memorandum: No. 121, s. 2008

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

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

CONVENTIONS
SEMINARS
SOCIETY or ASSOCIATIONS
TEACHERS
WORKSHOPS

Maricar/DM-AOADE
02-18-09/03-03-09/04-29-09

Enclosure to DepED Memorandum No. 198, s. 2009

8th AOADE National Convention and Seminar-Workshop

Teachers Camp, Baguio City
September 16 – 19, 2009

RESERVATION FORM

(Please fill-up this form and send to AOADE Secretariat through telefax nos. 633-7223 / 633-7236
Or e-mail to aoadeped@yahoo.com)

	NAME OF PARTICIPANTS	POSITION
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

REGION : _____ DIVISION : _____

Office Address : _____

Tel. No. : _____

(Name and Signature of Head of Office)