



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



OCT 05 2009

**DepED MEMORANDUM**  
**No. 433, s. 2009**

**5<sup>th</sup> NATIONAL CONVENTION OF PHYSICAL FACILITIES COORDINATORS AND  
DEPED ENGINEERS**

To: DepED ARMM Regional Secretary  
All Regional Directors  
Schools Division/City Superintendents  
Regional/Division Physical Facilities Coordinators  
DepED Engineers  
All Others Concerned

1. The Department of Education is persistent to find ways in uplifting the performance of its employees which will contribute to the over-all ratings of the Department to contribute in sustaining this, the Physical Facilities and Schools' Engineering Division (PFSED) will hold its **5<sup>th</sup> National Convention of Physical Facilities Coordinators and DepED Engineers** on **December 7-9, 2009** (exclusive of travel time) at **Bacolod City** with the theme: **"Building State of the Art Learning Facilities Through New Trends in Technology"**.
2. The convention aims to:
  - a. Assess the status of various projects, discuss issues and concerns that affects the immediate completion;
  - b. Update the participants with the latest guidelines, procedures and management policies as applied to the implementation of projects;
  - c. Provide inputs to the CY 2010 Action Plans for Physical Facilities of Divisions, Regions and Central Office;
  - d. Plan for better management of projects and renew commitments among Physical Facilities Coordinators, Project Engineers and PFSED staff to enhance performance and teamwork.
  - e. Assessment on disaster risk reduction and preparedness among schools, and;
  - f. Introduce the advancement of technology in building construction.

3. Participants to this convention are Regional and Division Physical Facilities Coordinators, DepED Lead/Project Engineers, PFSED staff and selected staff from the Central Office.
4. Participants are requested to bring their status report of projects being implemented in their respective areas and their laptop computers for the workshop. A display area will be available for materials for exhibition during the convention.
5. Participants are expected to be at the venue by Sunday afternoon, December 6, 2009. Attendance to this activity shall be on official business.
6. A registration fee of **Two Thousand Five Hundred Pesos (Php 2,500.00)** shall be charged each participant to cover payment for convention materials, contingencies and honoraria of resource speakers, facilitators and staff.
7. Participants shall charge their transportation and registration fees against the School Building Program's Engineering and Administrative Overhead (EAO) Monitoring Funds or at any available local funds, subject to the usual accounting and auditing rules and regulations. Traveling expenses of PFSED and selected staff from the Central Office shall be charged against the Engineering and Administrative Overhead (EAO) funds of the School Building Program of the Department, subject to the usual accounting and auditing rules and regulations.
8. Funds for board and lodging of all participants shall be charged to the EAO of the Central Office and shall be transferred to DepED Regional Office VI as the host of the convention.
9. Attached is the pro forma of the Confirmation Slip. Accomplished forms shall be faxed to the PFSED Office not later than Friday, November 06, 2009 at telefax numbers (02) 633-7263, (02) 638-7110 and (02) 638-4108 or email to [pfsed\\_010305@yahoo.com](mailto:pfsed_010305@yahoo.com)
10. Immediate and wide dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
Secretary

Encl.:

As stated

Reference:

DepED Memorandum: No. 449, s. 2008

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

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

CONVENTION  
OFFICIALS  
PROGRAMS  
PROJECTS  
SCHOOLBUILDING



Department of Education  
Office of the Planning Service  
Physical Facilities and Schools Engineering Division



5th<sup>th</sup> NATIONAL CONVENTION OF PHYSICAL FACILITIES  
COORDINATORS AND DEPED PROJECT ENGINEERS

*Bacolod City*  
*December 7-9, 2009*

**CONFIRMATION SLIP**

REGION:	_____
DIVISION:	_____
NAME OF PFC:	_____
NICKNAME:	_____
SEX/GENDER:	_____
OFFICE ADDRESS:	_____
OFFICE TEL. NO.:	_____
CELLPHONE NO.:	_____
SIZE OF T-SHIRT:	_____
SIZE OF JACKET:	_____
EMAIL ADDRESS:	_____

IMPORTANT: This form should be submitted to PFSED on or before November 6, 2009 via telefax nos. (02) 633-7263 and (02) 638-7110 or at email address: pfsed\_010305@yahoo.com

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