



DEPARTMENT OF EDUCATION
RECORDS DIVISION

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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

Office of the Undersecretary for Administration
Department of Education
Pasig City

MEMORANDUM

23 May 2018

For : **Secretary Leonor Magtolis Briones**
Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents

RECEIVED
Date: 6/18/18

Subject : **1st NATIONAL CONFERENCE OF PERSONNEL IN THE
ADMINISTRATIVE SERVICES OF THE DEPARTMENT
OF EDUCATION**

This is to announce the holding of the **1st National Conference of Personnel in the Administrative Services in the Department of Education** on June 24-27, 2018 (inclusive of travel time) in Iloilo City, the venue of which will be announced in a separate Advisory.

The conference is a fitting venue to impart the importance of strengthening networking, collaboration and convergence among the participants, regardless of their levels of positions and responsibilities. The event is made more timely and relevant in the light of the increasing huge challenges put forward by the Department's current battlecry of a **QUALITY, ACCESSIBLE, RELEVANT, AND LIBERATING BASIC EDUCATION FOR ALL**. Equally important is the renewal of camaraderie and friendships in the community of participants that all spring from their shared knowledge and lessons.

For the maximum attainment of the objectives of the conference, the following officials / officers in the field units shall be required to attend:

- Selected Regional Directors and Schools Division Superintendents



Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)

Department of Education, Central Office, Meralco Avenue, Pasig City

Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207

- Chief Administrative Officer of the Administrative Division in the Regional Office (RO)
- Administrative Officer V of the Administrative Section in the Schools Division Office (SDO), whether in permanent, acting, officer-in-charge or designated in concurrent capacity
- Head of the Administrative units in selected Implementing Units, at 1 school per region
- Officers of the organizations under the administrative services (NASEAS, DENSOA and ROADE).

The Office of the Director, Administrative Service, shall prepare the final list of participants, including the Members of Conference Committees, for proper dissemination to all concerned.

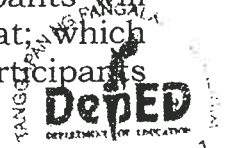
It is herein advised that **ONLY** the identified participants in the list should be required to attend the full 3-day activity. Substitutes / representatives shall not be allowed, except when there is any compelling and meritorious reason/s for their appropriate replacement; in which case, the Regional Director or Schools Division Superintendent concerned shall be required to submit written recommendation with justification/s to the Director of Administrative Services.

All participants should check-in not earlier than 2:00 pm on June 24, 2018 and check-out not later than 12:00 noon on June 27, 2018. Registration desks are open from 2:00pm – 9:00 pm on June 24, 2018. The Opening Ceremony shall start at 9:00 am on June 25, 2018.

Members of the Steering Committee and Working Committees are expected to arrive at the venue on June 23, 2018 for the full day administrative and technical preparations.

Expenses to be incurred for board and lodging, supplies and other materials, communication, professional fees, contingency, and travel expenses of the Resource Persons and staff of the Central Office, shall be charged to CO OPDNSP 2018 funds, subject to the usual accounting and auditing rules and regulations. On the other hand, travel expenses of the participants from field offices shall be charged against their respective local funds, except Plane Tickets, which will be shouldered by the Central Office, but to be downloaded to the respective units (RO, SDO, IU).

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at http://bit.ly/NatCon_AS on or before June 15, 2018. Please note that we will implement a “No confirmation, No Accommodation” policy; thus, strict compliance to the deadline of confirmation is enjoined. Upon approval of the online registration, qualified participants will receive confirmation email from the Conference Committee Secretariat, which confirmation email shall be printed and brought to the venue by the participants.



concerned as proof of participation and basis for the issuance of the conference kits.

For more information, details, queries and other concerns, please contact Mr. Billy V. Vega, Administrative Officer V, Asset Management Division, who may be reached thru mobile phone number (63) 922-8024559, or telephone number (02) 635-0551 or email address billy.vega@deped.gov.ph.

Please be advised accordingly.



ALAIN DEL B. PASCUA
Undersecretary

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