



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



July 12, 2018

Division Memorandum
No. 564, series of 2018

**FIRST NATIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE SERVICES
OF THE DEPARTMENT OF EDUCATION**

To: FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V
Division Office

HARRY V. OBENZA
Administrative Officer IV
Digos City National High School

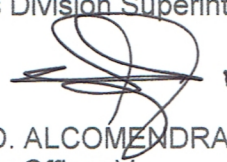
Pursuant to the Unnumbered Memorandum from the Regional Office, dated July 9, 2018, DepEd Memorandum No. 103, series of 2018, dated June 11, 2018 and Advisory on the Re-Scheduling of the First National Conference of Personnel in the Administrative Services of the Department of Education is scheduled on July 17-20, 2018 (Inclusive of travel time) at Ilo-ilo City, you are hereby directed to attend of the said conference.

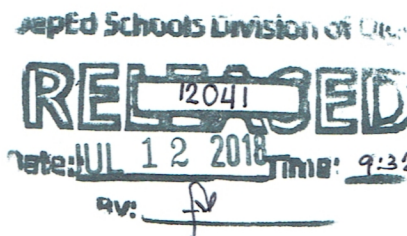
Travelling and other incidental expenses except plane tickets related to the attendance of the above conference shall be chargeable against local funds subject to usual accounting and auditing rules and regulations while board and loading of the participants shall be borne by the CO OPDNSP 2018 funds. Plane tickets will be shouldered by DepEd Central Office, but to be downloaded to the respective units (RO, SDO,IU)

Be guided accordingly.

For and in the absence of :

WINNIE E. BATON, Ed. D
Officer In-Charge
Office of the Schools Division Superintendent


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V
Officer-In-Charge



RECORDS FILE



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Chief of Administrative Service Division (Regional Office)

FROM : 
ATTY. ALBERTO L. ESCOBARTE, CESO III
Regional Director

SUBJECT : First National Conference of Personnel in the Administrative Services of the
Department of Education

DATE : July 9, 2018

This has reference to the advisory dated June 26, 2018, from Usec. Alain B. Pascua, Undersecretary for Administration, DepEd Central Office, relative to the First National Conference of Personnel in the Administrative Services of the Department of Education to be conducted on July 17-20, 2018 (inclusive of travel time) at Iloilo City.

Anent to this, the following personnel are directed to attend the said activity:

1. Chief Administrative Officer of the Administrative Division of the Regional Office
2. Administrative Officer V of the Administrative Section in the Schools Division Office
3. Head of Administrative Unit in selected implementing units, at 1 school per region
4. Officers of the organization under the administrative services (NASEAS, DENSOA, ROADE)

Travel and other incidental expenses except plane tickets related to the attendance of the above conference shall be charged to local funds while board and lodging shall be charged against the CO OPDNSP 2018 funds subject to the usual accounting rules and regulations. Plane tickets will be shouldered by DepEd Central Office, but to be downloaded to the respective units (RO, SDO, IU)

Please be guided accordingly.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By:  1067-3896
Date: 7/11/18 Time: 3:33 PM

Incl: as stated

ROAS/PS/jtg



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang kahhim

DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
8284
JUN 29 2018

June 26, 2018

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs and Unit Heads
All Other Participants Concerned

ADVISORY ON THE RE-SCHEDULING OF THE FIRST NATIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE SERVICES OF THE DEPARTMENT OF EDUCATION

This is to announce that the postponed *First National Conference of Personnel in the Administrative Services of the Department of Education* authorized under DepEd Memorandum No. 103 dated June 11, 2018, **is re-scheduled on July 17 - 20, 2018** (inclusive of travel time) in Iloilo City (at a venue to be announced later).

For an orderly and organized conduct of the National Conference, all participants are enjoined to properly observe and comply with the rules and arrangements laid down in the aforementioned DepEd Memorandum No. 103 dated June 11, 2018.

All participants should check-in not earlier than 2:00 pm on July 17, 2018 and check-out not later than 12:00 noon on July 20, 2018. Registration desks are open from 2:00pm - 9:00 pm on July 17, 2018. The Opening Ceremony shall start at 8:30 am on July 18, 2018.

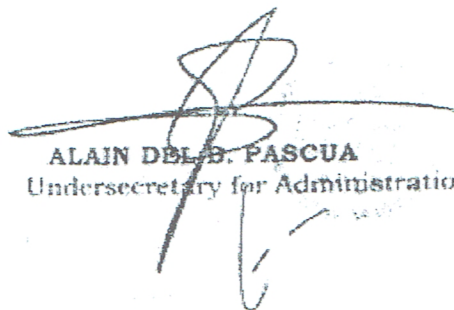
Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Bayani Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo

Members of the Steering Committee and Working Committees are expected to arrive at the venue by July 17, 2018 for the full day administrative and technical preparations.

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 guided accordingly.


ALAIN DEL B. PASCUA
Undersecretary for Administration

RECEIVED
JUN 29 2018
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Office of the Undersecretary for Administration

Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Division Office Formulation, Policy on Teachers' Group Education Facilities/School Buildings
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Malina Building, Mobile: +63929032975; Landline: +6326337203, +6326376207
Email: asec@deped.gov.ph; Facebook/Twitter @DepEdASA

Republika ng Pilipinas
Kagawaran ng Edukasyon
Department of Education

MEMORANDUM

19 May 2018

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

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

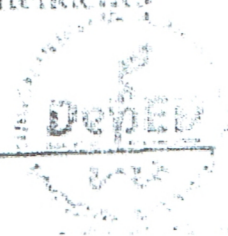
This is to announce the holding of the **1st National Conference of Personnel in the Administrative Services in the Department of Education** on June 24-27, 2018 (inclusive of travel time) in Iloilo City, the venue of which will be announced in a separate Advisory.

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



- School Administrators and Officers 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 permanent 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.

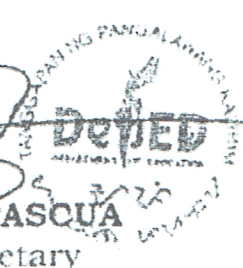
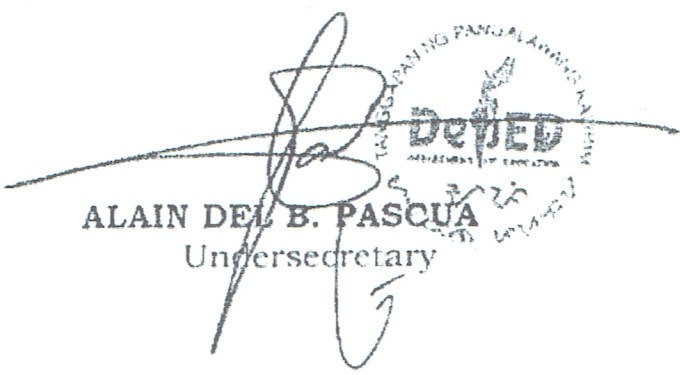
Expenses to be incurred for board and lodging, supplies and other materials, communication, professional fees, contingency, and travel expenses of the Resource Persons and staff of the Central Office, shall be charged to CO OPDNSP 2018 funds, subject to the usual accounting and auditing rules and regulations. 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, DU).

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at http://blt.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 mandated. From removal of the online registration, qualified participants will

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. PASQUA
Undersecretary