



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



DIVISION MEMORANDUM
No. 701, s. 2019

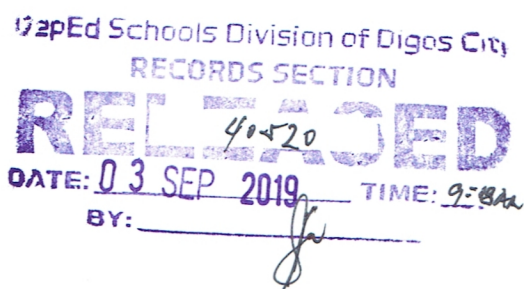
September 2, 2019

2nd National Conference of Personnel in the Administrative Services of the Department of Education

To: Rosario B. Diamante
Administrative Officer IV – Cash

1. Pursuant to the Memorandum Number 104, s. 2019, dated August 30, 2019 from Hon. Leonor Magtolis-Briones, Secretary, Department of Education, relative to the **2nd National Conference of Personnel in the Administrative Services of the Department of Education**. You are directed to attend the conference on September 10-14, 2019 at Dipolog City, Zamboanga del Norte.
2. Participant shall pre-register in the Registration Link (depd.in/2ncpas) to be provided in the Activity Advisory to be issued by the Office of the Director, Administrative Services. The policy of no confirmation of registration, no accommodation shall be observed. Thus, walk-in registration shall NOT be entertained in the Conference site.
3. All participants are expected to be in the Conference Venue by 2:00 pm of September 10, 2019 and their check-out time shall not be later than 12:00 noon of September 14, 2019.
4. Expenses for the board and lodging shall be downloaded to the Schools Division of Dipolog City and plane tickets of the participants to the regional/schools division office concerned; and shall be subject to usual accounting auditing rules and regulations.
5. For immediate dissemination and strict compliance.

WINNIE E. BATOON, EdD
Officer –In-Charge
Office of the Schools Division Superintendent



Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:
Administration Cash NCPAS 2019

RBD: 2nd NCPAS
02 SEP 2019



Republic of the Philippines
Department of Education

30 AUG 2019

DepEd MEMORANDUM
No. **104** s. 2019

**2nd NATIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE
SERVICES OF THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education
Bureau Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Administration (OUA) and Office of the Director for Administrative Service (OD-AS), and in coordination with the DepEd Regional Office No. IX and the Schools Division of Dipolog City, will hold the **2nd National Conference of Personnel in the Administrative Services (NCPAS) of the Department of Education** with the theme, Embracing Challenges, Braving the Hurdles, Bridging the Gaps, from September 10 to 14, 2019 (inclusive of travel time) in Zamboanga del Norte. The specific venue will be announced in a separate issuance.

2. The 2nd NCPAS is aligned with the advocacy of the DepEd Management to empower all personnel of the organizational strands as its constructive and effective partners in sustaining the gains of the thrusts and direction of the Department as carried out in its projects, programs and activities. It is an activity that provides avenue for the participants to enhance and upgrade their skills, knowledge and opportunities as a vital component of the support structure of DepEd.

3. The conference aims to gather the personnel and administrative officers of the Administrative Service in a learning and nurturing environment to provide them a grounded foundation in facing the challenges of the Department; to capacitate and strengthen them in overcoming the constraints and impediments to achieve the goals and vision of the leadership for the learners, the personnel and all the other component structures of DepEd and to engage them in a fruitful networking, collaboration and convergence, regardless of their level of positions and responsibilities, as organizational, structural and policy gaps, among other things, are addressed with visible positivism and unqualified unity.

4. The DepEd officials, officers, and other employees required to attend in the conference are those listed in the Participants Distribution Guide, including those who comprise the National Executive Steering Committee (NESC) and Working Committees (WCs) of the 2nd NCPAS. The lists shall be issued by OD-AS in another Memorandum.

5. For the smooth, effective, and efficient conduct of the conference, all bureau and service directors of the CO, regional directors (RDs), and concerned schools division superintendents (SDSs) shall strictly implement the following:

- a. Only the identified participants in the lists to be provided by the OD-AS must attend the conference within their respective authorized travel period as indicated therein;

- b. Unauthorized substitutes/representatives shall not be allowed in the conference. In the event of the non-availability of an identified participant, the RD or SDS may send a replacement, **provided the latter performs the functions, duties, and responsibilities in the same Administrative Service Division/Unit in the regional office/schools division office/implementing unit;**
 - c. All participants shall pre-register in the Registration Link to be provided in the Activity Advisory to be issued by the OD-AS. The policy of **no confirmation of registration, no accommodation** shall be observed. Thus, walk-in registration shall **NOT** be entertained in the conference site;
 - d. All participants are expected to be in the conference venue by 2:00 p.m. of **September 10, 2019** and their check-out time shall not be later than 12:00 noon of **September 14, 2019;** and
 - e. Members of the NESC and the WCs are authorized to travel to the conference venue from **September 8 to 14, 2019** for the necessary coordination on the administrative, financial and technical arrangements and preparations for the 2nd NCPAS.
6. Expenses for the board and lodging shall be downloaded to the Schools Division of Dipolog City and plane tickets of the participants to the regional/schools division office concerned; and shall be subject to usual accounting auditing rules and regulations. Participants shall book their flights and buy their own plane tickets at an allowable economy rate. Reimbursement of the applicable expenses shall be made after the conference and procedures for the reimbursement shall be issued by the OD-AS. The OD-AS shall handle the booking of flights and purchase of plane tickets for the members of the NESC and WCs.
7. For more information, please contact **Mr. Jerald John M. Dikitanan** or **Ms. Leslie Rose Sarmiento Lontok**, Office of the Director, Administrative Service, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at mobile phone nos. 0918-657-0616 or 0906-363-2070.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference: None
To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE
EMPLOYEES
OFFICIALS
ORGANIZATIONS
SOCIETY OR ASSOCIATIONS

PARTICIPANTS DISTRIBUTION GUIDE

Organizational Unit	Required Participants and Their Position Title / Designation								Total No. of Participants
Regional Office	RD	ARD	CAO	SAO	RRO	RC	RSO	AO IV - IU	
Region XI				1				1	2

RRO - Regional Records Officer

RC - Regional Cashier

RSO - Regional Supply Officer

IU - Implementing Unit (The school shall be chosen by the Regional Director)

Organizational Unit	Required Participants and Their Position Title / Designation						Total No. of Participants
Schools Division Office	SDS	ASDS	AO V (GSD)	AO IV (Asset)	AO IV (Cash)	AO IV (Records)	
Compostela Valley						1	1
Davao del Norte				✓	1		1
Davao del Sur					1		1
Davao Occidental				1			1
Davao Oriental				1			1
Davao City			1				1
Digos City					1 ✓		1
Mati City						1	1
Panabo City			1				1
Samal City				1			1
Tagum City			1				1
TOTAL	0	0	3	3	3	2	11

REMINDERS:

- Participants are the permanent appointees; designees as officer-in-charge, in acting capacity, or in concurrent capacity.
- Un-authorized substitutes/representatives shall not be allowed in the Conference. In the event of the non-availability of an identified participant, the Regional Director / Schools Division Superintendent may send a replacement, provided the latter performs the functions, duties and responsibilities in the same Administrative Service Division/ Unit in the Regional Office / Schools Division Office / Implementing Unit.
- All participants shall pre-register in the Registration Link(deped.in/2ncpas) to be provided in the Activity Advisory to be issued by the Office of the Director, Administrative Service. The policy of "no confirmation of registration, no accommodation" shall be observed. Thus, walk-in registration shall NOT be entertained in the Conference site.
- All participants are expected to be in the Conference Venue by 2:00 pm of September 10, 2019 and their check-out time shall not be later than 12:00 noon of September 14, 2019. However, the members of the National Executive Steering Committee (NESC) and Working Committees (WC) per the attached list should be in the Conference Site from September 8 to 14, 2019.

APPROVED BY:

ROBERT M. AGUSTIN

Director IV

Administrative Service

ETC+ Region XI



**2nd National Conference of Personnel in the
Administrative Services of the Department of Education**



"Embracing Challenges, Braving the Hurdles, Bridging the Gaps"

GENERAL ADVISORY

1. The 2nd National Conference of Personnel in the Administrative Services in the Department of Education is scheduled on September 10-14, 2019 (**inclusive of travel time**) and the venue will be announced in a separate advisory. All participants should **be in the venue not later than 2:00 PM on September 10, 2019. Check-out maybe done not earlier than 5:00 PM on September 13; but not later than 12:00 noon on September 14, 2019.**

REGISTRATION & ATTENDANCE

2. Participants shall register Online through the URL link **<http://depd.in/2ncpas>**.
Simply follow the **Instructional Guide for Registration** below.
 - 2.1 Sign-in with your DEPED email account or GMAIL account. Online Registration is restricted to users of these accounts only; and limited to one (1) response/registration per participant.
 - 2.2 Type and register with this URL link: **depd.in/2ncpas**
 - 2.3 Fill-out all required sections and upload 2x2 picture for proper identification. Travel Authority and/or Plane ticket, if available, must also be uploaded. Submit thereafter.
 - 2.4 Upon validation and approval, Confirmation Letter will be sent through the registered email of the participant and shall be printed and brought to the venue as proof of participation. **The policy of "no confirmation of registration, no accommodation" shall be observed. Thus, walk-in registration shall NOT be entertained in the Conference site.**
3. The printed copy of Confirmation of Registration by the participants shall be submitted to the Registration Area at the venue, which shall be open from 7:00 AM - 2:00 PM on September 10, 2019.
4. In cases of unsuccessful submission of the registration form registered through the online link, they are advised to send email message about their participation in the conference through the email address: **edna.canlas001@depd.gov.ph** or call/text **Ms. Edna Canlas**, Chair of Registration Committee with numbers **0997-677-1664**.
5. **Attendance of Participants in all activities shall be strictly monitored** to ensure that their participation is fully maximized. Daily attendance includes morning sessions log - in not later than 8:30 AM; afternoon sessions log - in shall be between 1:00 PM to 1:30 PM; and afternoon sessions log - out shall be after the Master of Ceremony shall have announced the end of the day activity.

6. Conference I.D. Cards should be worn during the duration of the Conference. Monitoring of attendance is through scanning of I.D code.
7. Certificates of Participation and Appearance shall be issued upon full compliance with the required full hours of actual attendance in all the activities of the conference.

TRAVEL AND TRANSPORTATION

8. Participants are requested to **immediately book** their flights/travel arrangements, after receiving Confirmation Letter of Registration and securing of Approved Travel Authority. The Office of the Director – Administrative Service (OD-AS) shall handle the booking of flights and purchase of plane tickets for the members of the National Executive Steering Committee (NESC) and Working Committees (WCs).
9. 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 their respective ROs and SDOs.
10. Participants shall make the necessary booking and payment of their round-trip plane tickets. The Central Office shall download the actual amount of airplane tickets after the conference upon submission of the accomplished **Acceptance Receipt** (see attached) and photocopy of the Plane Ticket and Travel Authority. Procedures for the reimbursement shall be issued by the OD-AS.
11. Upon arrival at the airport, sea port (Dipolog and Dapitan) and bus terminal at Dipolog City, participants are requested to approach the **Information Desk** located at the arrival area and look for the assigned Transportation Officer for assistance. **Shuttle Vehicles are available** to transport participants from all ports of entry going to the venue and vice versa for **FREE**.

NOTE: It is necessary to inform the Registration Committee of your Travel Itinerary ahead of time or upon securing of booking/e-ticket through URL link: deped.in/2ncpastravel. Ensure to book a travel schedule **not later than 2:00 PM on September 10, 2019**.

ACCOMMODATION AND MEALS

12. Venue and room assignments shall be known through a separate letter. **Tagging along non-participants in this conference is prohibited.** Room assignment shall be dispensed by the Committee on Accommodations.
13. Expenses incurred by the participants in the venue outside of the allowed accommodation shall be charged to their personal account.
14. First meal is morning snacks on September 10 and last meal is breakfast on September 14, 2019. The policy on **"NO TICKET, NO MEAL"** shall be strictly observed.
15. Breakfast meals shall be served between **6:00 - 7:30 a.m. ONLY**.

PROGRAM

16. **Regional Photo Op** shall be done from 2:00 to 5:00 PM on September 10, 2019.
The following schedule per cluster shall be followed:
- Cluster 1:** Region I, V, X, NCR
Cluster 2: Region II, VI, XI, CAR
Cluster 3: Region III, VII, XII
Cluster 4: Region IVA, VIII, CARAGA
Cluster 5: Region IVB, IX, BARMM
Cluster 6: Central Office
17. There will be a **Fellowship Night** on September 10, 2019 at exactly 7:00 PM wherein all participants are required to attend. The theme is **"FLOWY BOHEMIAN PARTY"**- all participants are required to wear their proper attire. There will be Best Dressed Award for male and female.
18. Corporate attire is required to all participants on September 11 and September 13 while smart casual on September 12, 2019.
19. Mobile phones must be turned off or switch to silent mode while the sessions are in progress.
20. Smoking is not allowed inside the function room.
21. For more inquiries, participants may contact any of the persons below in a particular committee concern:

Secretariat	Olivia M. Sibug Leslie Rose S. Lontok	0917-507-9691 0906-363-2070
Registration & Attendance	Edna T. Canlas Marjorie Ann A. Quinones	0997-677-1664 0945-139-1893
Travel & Transportation	Joel Rosales Antonio Ahmad	0917-653-7111 0919-662-6620
Accommodation & Food	Leda Jalondoni Ivy Estadilla	0917-653-7111 0998-998-0895
Program	Dominga N. Lim Nhyke Bryan R. Bactat	0917-729-9863 0916-264-0710
Technical, Media & Documentation	Jutchel L. Nayra	0936-396-6953
Medical & Security	Antonio Ahmad	0919-662-6620
Reception	Maria Corazon Palomique Marilou Cusi	0915-772-8008 0917-829-7060
Ways & Means	Crisologo Singson Ivy Estadilla	0928-753-9657 0998-998-0895

**2nd National Conference of Personnel in the Administrative Service of the Department of Education
September 10 - 13, 2019**

LIST OF COMMITTEE MEMBERS

OFFICE / UNIT	NAME	POSITION TITLE	TRAVEL PERIOD	COMMITTEE MEMBERSHIP
Office of the Undersecretary for Administration	Fernando R. Petite	Senior Technical Assistant III	9/8-14/2019	Co - Chairman - Program
Office of the Director	Robert M. Agustin	Director IV	9/8-14/2019	Chairman - National Executive Steering Committee (NESC)
	Leslie Rose S. Lontok	Technical Assistant II	9/8-14/2019	Member - Secretariat
	Marjorie Ann A. Quinones	Administrative Support II	9/8-14/2019	Member - Registration
	Jerald John M. Dikitanan	Administrative Support II	9/8-14/2019	Member - Registration
	Jervic V. Balgos	Administrative Support II	9/8-14/2019	Member - Secretariat
Asset Management Division	Maritess L. Ablay	Chief Administrative Officer	9/10-14/2019	Member - Immersion
	Rosemarie Nina R. Magtibay	Administrative Officer II	9/8-14/2019	Member - Registration
	Carlo Joey R. Verdan	Administrative Assistant III	9/8-14/2019	Member - Registration
Cash Division	Sonia R. De Leon	Chief Administrative Officer	9/10-14/2019	Member - Immersion
	Melissa B. Boco	Administrative Officer I	9/10-14/2019	Special Disbursing Officer
General Services Division	Florentino M. Barte Jr.	Chief Administrative Officer	9/10-14/2019	Member - Immersion
	Mark Christian G. Bernardo	Administrative Assistant III	9/10-14/2019	Member - Immersion
	Henry T. Padrigon	Administrative Aide II	9/8-14/2019	Member - Transportation
	Amer Hussein S. Marohombsar	Administrative Assistant V	9/8-14/2019	Member - Immersion
Records Division	Nanette R. Mamoransing	Chief Administrative Officer	9/10-14/2019	Member - Immersion
	Paul Joseph P. De Vera	Administrative Support II	9/10-14/2019	Member - Immersion
	Ma. Theresa M. Castro	Administrative Officer IV	9/10-14/2019	Member - Immersion
	Alma D. Apanay	Administrative Officer V	9/8-14/2019	Co - Chairman - Secretariat
NCR Regional Office	Marilyn J. Cusi	Supervising Administrative Officer	9/8-14/2019	Co - Chairman - Reception
Regional Office III	Olivia M. Sibug	Administrative Officer V	9/8-14/2019	Chairman - Secretariat
Regional Office III	Melito S. Manaloto	OIC - General Services Unit	9/10-14/2019	Member - Immersion
Regional Office IX	Crisologo L. Singson	Chief Administrative Officer	9/8-14/2019	Chairman - Ways and Means
Regional Office XI	Maria Alona A. Parac	Administrative Aide IV	9/8-14/2019	Member - Secretariat
CARAGA Regional Office	Joel B. Rosales	Supervising Administrative Officer	9/8-14/2019	Chairman - Transportation
SDO - Muntinlupa City	Maria Corazon C. Palomique	Administrative Officer IV	9/8-14/2019	Chairman - Reception
SDO - Camarines Norte	Antonio C. Ahmad	Administrative Officer V	9/8-14/2019	Chairman - Medical and Security
SDO - Dipolog City	Ivy J. Estadilla	Administrative Officer V	9/8-14/2019	Co - Chairman - Ways and Means
SDO - Cadiz City	Leda G. Jalandoni	Administrative Officer V	9/8-14/2019	Chairman - Accomodation and Food
SDO - La Union	Dominga N. Lim	Administrative Officer V	9/8-14/2019	Chairman - Program
SDO - La Union	Nhyke Bryan R. Bactat	Administrative Officer IV	9/8-14/2019	Member - Program
SDO - La Union	Melissa Ann R. Garcia	Administrative Assistant II	9/8-14/2019	Member - Program
SDO - Mandaluyong City	Mark Sherwin G. Magsombol	Administrative Officer V	9/8-14/2019	Co - Chairman - Transportation
SDO - Malaybalay City	Jutchel L. Nayra	Administrative Officer V	9/8-14/2019	Chairman - Technical, Media and Documentation
SDO - Angeles City	Edna T. Canlas	Administrative Officer IV	9/8-14/2019	Chairman - Registration
SDO - Tagbilaran City	Aquilino T. Milar Jr.	Administrative Officer V	9/8-14/2019	Co - Chairman - Program
SDO - Zamboanga Sibugay	Glorife C. Clavero	OIC - Administrative Officer V	9/8-14/2019	Member - Reception

APPROVED BY:

ROBERT M. AGUSTIN
Director IV
Administrative Service



Republic of the Philippines
Department of Education

September ____, 2019

ALAIN DEL B. PASCUA
Undersecretary for Administration
Department of Education

THRU: **ROBERT M. AGUSTIN**
Director IV, Administrative Service

Dear Sir:

This has reference to your request for this Office's acceptance to facilitate the processing of payment for the plane tickets of the participant/s from this region/division re the conduct of the **Second National Conference of Personnel in the Administrative Services of the Department of Education** on September 10-14 at _____, with the details below:

Name/s of Participants	Amount of Plane Ticket

This office will facilitate their actual travel expenses incurred upon return to our respective region/division/school station.

Thank you for your trust and looking forward to the success of this endeavor.

Very truly yours,

Printed Name and Signature of Regional Director
or Schools Division Superintendent concerned