



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

MAR 17 2025


DIVISION MEMORANDUM

No. 201, s. 2025

**INVITATION TO THE 5TH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT
SEMINAR OF THE NATIONAL DEPED BOOKEEPERS ASSOCIATION OF
IMPLEMENTING UNITS (NDBA-IUs), INC.**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a **Regional Memorandum No. 234 s.2025** dated March 11, 2025 and **DepEd Memorandum DM-OUHROD-2025-0549** dated February 28, 2025 titled “*Invitation to the 5th National Assembly and Capacity Development Seminar of the National DepEd Bookeepers Association of Implementing Units (NDBA-IUs), Inc.*”
2. All interested to attend the said seminar are instructed to follow the deadlines of registration.
3. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent



Enclosure : As stated
Reference : As stated
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:

FN: NAbdon/ 3-14-2025

(Enclosure No. 1 to Division Memorandum No. _____, s. 2025)



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@depd.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAR 11 2025

REGIONAL MEMORANDUM

No. 234 s. 2025

**INVITATION TO THE 5TH NATIONAL ASSEMBLY AND CAPACITY
DEVELOPMENT SEMINAR OF THE NATIONAL DEPED BOOKEEPRS
ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IUs), INC.**

**To: Schools Division Superintendents
All Others Concerned**

1. Attached is MEMORANDUM DM-OUHROD-2025-0549 from Hon. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development (HROD) dated February 28, 2025 regarding the **Invitation to the 5th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc. on April 23-25, 2025 at the Grand Mem Seng Hotel, Davao City.**
2. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
3. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: MEMORANDUM DM-OUHROD-2025-0549

Reference: None

To be indicated in the Perpetual Index
under the subject:

SEMINARS

ZFF/HRDD- 2025 Invitation to the 5th National Assembly
47/March 10, 2025



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

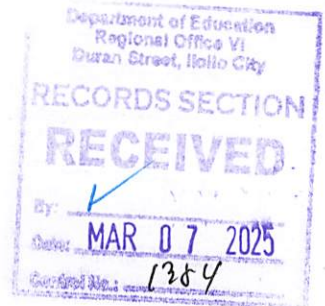
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0549

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : **WILFREDO E. CABRAL**
*Undersecretary for Human Resource and
Organizational Development*



MALCOLM S. GARMA
*Assistant Secretary, Office in Charge
Office of the Undersecretary for Operations*

SUBJECT : **INVITATION TO THE 5TH NATIONAL ASSEMBLY AND CAPACITY
DEVELOPMENT SEMINAR OF THE NATIONAL DEPED
BOOKKEEPERS ASSOCIATION OF IMPLEMENTING UNITS
(NDBA-IUs), INC.**

DATE : 28 February 2025

The National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc. will hold the 5th National Assembly and Capacity Development Seminar on April 23-25, 2025, at the Grand Men Seng Hotel, Davao City.

The activity aims to capacitate the participants and keep them abreast with the current financial and budgetary updates and to help them effectively and efficiently carry out their duties and responsibilities.

This activity also aims to enable the participants to contribute to the improvement of the school by identifying issues and conflicts and by determining ways of resolving these issues in order to make the implementation more responsive to the delivery of services to teachers and students as well as understand and acquire assistance on issues concerning the general welfare, privileges and benefits of Senior Bookkeeper and other school personnel.

DepEd Administrative Assistant III/Senior Bookkeepers, Accountant I, Administrative Officer II, Administrative Assistant II, Disbursing Officer II, and Accounting Clerks may opt to attend the activity subject to the following conditions:

- compliance with the applicable provisions of DepEd Order No. 046, s. 2022 titled the Amendment to DepEd Order No. 43, s. 2022 (Omnibus Travel

*Guidelines for All Personnel of the Department of Education) and Other
Appropriate Orders and Guidelines on Travel;*

- secure approval from respective authorities;
- participation shall not interfere with regular functions and responsibilities;
and
- use of DepEd funds strictly adheres to the usual budgeting, accounting, and
auditing rules and regulations.

For more details, please contact **Mr. Michael A. Villareal**, NDBA National President
at 09673169359 or email at ndba.deped@gmail.com.

Copy furnished:

OFFICE OF THE SECRETARY

osec@deped.gov.ph



Department of Education

National DepEd Bookkeepers Association of Implementing Units, Inc.

Office of the National President, Sagrada Nat'l HS Compound, Sagrada, Iriga City 4431, Philippines
S.E.C. Reg. No. CN201916295 Non-VAT Registered T.I.N.: 010-407-316

06 February 2025

HON. JUAN EDGARDO "SONNY" M. ANGARA

Secretary, Department of Education
DepEd Complex, Meralco Avenue, Pasig City

THRU:

DR. WILFREDO E. CABRAL

Undersecretary, Human Resource and Organizational Development

DR. MALCOLM S. GARMA

OIC-Undersecretary, Operations

SUBJECT: Request for Advisory and Endorsements for the 5th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc.

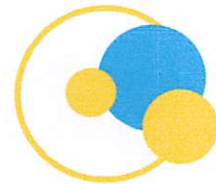
Dear Sir:

Greetings of Wisdom and Peace from the NDBA-IUs Executive Officers and Board of Trustees!

The **National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc.** will hold the **5th National Assembly and Capacity Development Seminar** on April 23-25, 2025 at Grand Menseng Hotel, Magallanes St., Davao City.

The activity aims to capacitate the participants and keep them abreast with the current financial and budgetary updates, to help them effectively and efficiently carry out their duties and responsibilities; enable the participants to contribute to the improvement of the school by identifying issues and conflicts and by determining ways of resolving these issues in order to make the implementation more responsive to the delivery of services to teachers and students; understand and acquire assistance on issues concerning the general welfare, privileges and benefits of Senior Bookkeeper and other school personnel; discuss and share visions regarding the long term goal of the association.

Distinguished experts and government recognized resource persons are to discuss the following topics but are not limited to:



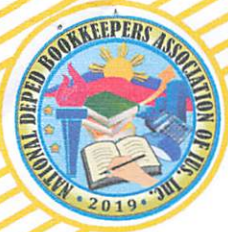
- New Government Procurement Reform Act and its IRR
- Updates on the School Structures and Staffing Standards
- Guidelines on the Physical Count of Inventories and PPE
- Process Flow of Remittance and Request for Certification on the Transfer of Trust Fund to Bureau of Treasury
- GSIS Reconciliation of Unpaid Premiums and Other GSIS Benefits
- Updated PhilHealth Programs and Benefits
- Pag-Ibig Premiums, Benefits and Investment Opportunities
- Guidelines on the Release of Funds for FY 2025
- Mental Health
- Updates on School MOOE Web-Based Management System
- Updates of the Year-End Consolidation and Submission of FY 2024 Budget and Financial Accountability Reports

The target participants in this Live-Out activity are the Administrative Assistant III / Senior Bookkeepers, Accountant I, Administrative Officer II, Administrative Assistant II, Disbursing Officer II, Accounting Clerk and any other interested personnel of the different elementary and secondary schools all over the country.

Attendance shall be on **Official Business**. A registration fee of Eight Thousand Pesos (P 8,000.00) shall be charged to each participants to defray expenses for the hall/venue, assembly kit, lunch and snacks, supplies and honoraria of the resource persons and facilitators and other incidental expenses cognizant with National Budget Circular No. 596 s., 2025 chargeable against local funds/MOOE subject to the usual accounting and auditing rules and regulations.

The members of the Technical Working Group (TWG) are considered participants and are required to pay the registration fee. They are requested to travel two days prior to the start of the activity for the necessary preparation.

Participants are all required to register online through <https://seminar.ndba.com.ph>. There shall be no onsite registration and payment to avoid long queues upon the arrival of the participants at the venue. The deadline for the online registration shall be on April 4, 2025, 5:00 p.m. Participants who will pay early on or before the deadline can



avail of the **early registration rate** in the amount of **Seven Thousand Pesos (P7,000.00)** only. Payment shall be deposited or transferred to the bank details below. Proof of payment shall be sent through email to ndba.secretariat@gmail.com together with the information of the participant.

Landbank of the Philippines, Sta. Maria Bulacan Branch

Account Name: **National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs) Inc**

Account Number: **1881-0780-70**

For more information and assistance, please contact Mr. Michael A. Villareal, National President at 09673169359 or email to ndba.deped@gmail.com.

For your approval and endorsements.

Thank you and More Power!

Very truly yours,


MICHAEL A. VILLAREAL, MPA
National President

