



9505

Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0367

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary Schools Heads  
Public Elementary Schools Heads  
All Concerned Personnel

Subject: **INVITATION TO THE 4<sup>th</sup> ANNUAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL DEPED BOOKKEEPER'S ASSOCIATION**

Date: August 6, 2024

Attached is Regional Memorandum HRDD 2024 – 187 re: Invitation to the 4<sup>th</sup> Annual Assembly and Capacity Development Seminar of the National DepEd Bookkeeper's Association, details are found in the enclosures, and contents of which are self-explanatory.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer – In-Charge  
Office of the Schools Division Superintendent

8

RELEASED

AUG 06 2024

RECORDS SECTION SDO PANABO CITY  
BY: 

Enclosed: As stated.  
SGOD/ABA/HRTD/LSS



Schools Division of Panabo City  
City Hall Compound, Panabo City  
Tel. No. (084) 823-1469  
Email: panabocity.division@deped.gov.ph

**CHAMPION Panabo ONE**  
DepEd Panabo:  
Empowering Champions in Education  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.

RECORDS

24-35615

9216

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-187

To : Assistant Regional Director  
Schools Division Superintendents

Subject: INVITATION TO THE 4<sup>th</sup> ANNUAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL DEPED BOOKKEEPERS' ASSOCIATION

Date : July 31, 2024

This has reference to DM-OUHROD-2024-1376 titled **Invitation to the 4<sup>th</sup> Annual Assembly and Capacity Development Seminar of the National DepEd Bookkeepers' Association of Implementing Units (NDBA-IU), Inc.** from August 27 to 29, 2024. Details are provided in the enclosures.

Further, Administrative Assistants (Senior Bookkeepers) associated with the Department of Education may choose to attend the activity. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For inquiries, email [ndba.deped@gmail.com](mailto:ndba.deped@gmail.com).

Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director IV

RECORDS SECTION  
RELEASED

Enclosed: As Stated:

ROH/kfy

By:

Date: July 02, 2024  
Time: 3:56 PM



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OHROD-2024-1374

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

FROM : **WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development*

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

SUBJECT : **INVITATION TO THE 4<sup>th</sup> NATIONAL ASSEMBLY AND  
CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL  
DEPED BOOKKEEPERS' ASSOCIATION OF IMPLEMENTING  
UNITS (NDBA-IU), INC.**

DATE : 17 July 2024

The National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc. will hold the 4<sup>th</sup> National Assembly and Capacity Development Seminar from 27 to 29 August 2024 at Ynares Sports Arena, Shaw Blvd, Pasig City with the theme "Arise as ONE: Sustainable Development of Key Competence through Shared Vision and Responsibility".

Administrative Assistants (Senior Bookkeepers) associated with the Department of Education may choose to attend the activity. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For any inquiries and further details, please see the attached communication from NDBA-IU or contact **Mr. Felix Paulino B. Ramos** at 09063744300 or **Mr. Michael A. Villareal** at 09673169359 or send an email at [ndba.deped@gmail.com](mailto:ndba.deped@gmail.com).

**Department of Education**

**National DepEd Bookkeepers Association of Implementing Units, Inc.**

Accounting Office, Sagrada National High School Compound, Sagrada, Iriga City 4431, Philippines  
S.E.C. Reg. No. CN201916295 Non-VAT Registered T.I.N. 010-407-316

01 July 2024

**WILFREDO E. CABRAL, CESO III**

Officer In Charge, Office of the Undersecretary

**Human Resource and Organizational Development (HROD)**

Department of Education

DepEd Complex Meralco Avenue, Pasig City

**SUBJECT: Request for Advisory and Endorsements for the 4<sup>th</sup> National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc.**

*Dear Director Cabral:*

***Greetings of Wisdom and Peace!***

The National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc. will hold the **4<sup>th</sup> National Assembly and Capacity Development Seminar** with the theme: ***"Arise as ONE: Sustainable Development of Key Competence through Shared Vision and Responsibility"*** on August 27-29, 2024 at Ynares Sports Arena, Shaw Blvd., Pasig 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.

The target participants in this Live-Out activity are the Administrative Assistant III (Senior Bookkeepers) of the Secondary School Implementing Units and the Officers and Members of the National DepEd Bookkeepers Association.

Attendance shall be on **Official Business**. A registration fee of Five Thousand Pesos (P 5,000.00) shall be charged to each part participants to cover expenses for assembly hall, assembly kit, snacks and lunch and honoraria of the resource persons and facilitators and other incidental



expenses chargeable to MOOE / local funds 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 authorized to travel two days prior to the start of the activity for the necessary preparation.

Arrival of the participants shall be in the morning of Day 1, the activity proper shall start at 1:00 p.m.

Participants are advised to register online through <https://www.ndba.com.ph> for the attendance and certificates. Deadline for the registration and payment shall be on August 16, 2024, 5:00 p.m. Payment shall be deposited or transferred to bank details below. No payment shall be collected at the venue to ease the registration process. Proof of payment shall be sent through email to [ndba.secretariat@gmail.com](mailto:ndba.secretariat@gmail.com) and the accompanying QR Codes for the attendance will be sent upon verification of payment.

**Landbank of the Philippines, Sta. Maria Bulacan Branch**  
Account Name: **National DepEd Bookkeepers Association**  
Account Number: **1881-0780-70**

For more information and assistance, please contact Mr. Felix Paulino B. Ramos, National Auditor / NCR President at 09063744300 / 09684519191 or Mr. Michael A. Villareal, National President at 09673169359 or email to [ndba.depEd@gmail.com](mailto:ndba.depEd@gmail.com).

For your approval and subsequent endorsements.

Thank you and More Power!

Very truly yours,



**MICHAEL A. VILLAREAL**  
National President