



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-003²

To : Assistant Schools Division Superintendent
Division Accountant
Implementing Units
All Concerned

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

Date : March 14, 2025

Attached herewith is Memorandum No. DM-OUHROD-2025-0549 dated February 28, 2025 and Regional Memorandum No. FD-2025-013 dated March 11, 2025, on the invitation to the **5th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc.** with the theme *"Shaping the Future: Embracing Innovations, Adaptability and Fostering Cultural Competence,"* on **April 23-25, 2025** at **Grand Menseng Hotel, Magallanes St., Davao City.**

With this, 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 on **official business.**

Registration and payment of the fee amounting to **P6,000.00** shall be made through the link and bank details specified in the invitation until **April 4, 2025, 5:00 p.m.**

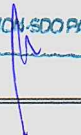
Travel, meals, and other incidental expenses are chargeable against School MOOE/local funds, subject to the usual budgeting, accounting and auditing rules and regulations.

For information and guidance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

MAR 17 2025

RECORDS SECTION-SDO PANABO CITY
BY 

Enclosed as stated.
OSDS/gbs/mjcs



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

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





Republic of the Philippines
Department of Education
DAVAO REGION

March 11, 2025

REGIONAL MEMORANDUM
ED-2025-013

DISSEMINATION OF MEMORANDUM DM-OUHROD-2025-0549 INVITATION TO
THE 5TH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR
OF THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF
IMPLEMENTING UNITS (NDBA-IUs), INC.

To: The Schools Division Superintendents

1. Attached is DepEd Memorandum DM-OUHROD-2025-0549 dated February 28, 2025 issued by Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Malcolm S. Garma, Assistant Secretary, Officer-In-Charge, Office of the Undersecretary for Operations, on the Invitation to the 5th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc. Contents are self-explanatory.

2. For information and guidance.

ALLAN G. FARNAZO
Director IV

Encl: As stated
ROB2kcd

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

3.1.2025 97194



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@depd.gov.ph
Website: www.depdroxi.ph





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

DEPARTMENT OF EDUCATION ROXAS

RECORDS SECTION

RECEIVED

By: [Signature]

Date: 3.7.25

Time: 10:34

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

MALCOLM S. GARCIA
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



Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usoc.hrod@depd.gov.ph | Website: www.depde.gov.ph

Doc. Ref. Code: CO-GOHRCO-F002 Rev. 00
Effectivity: 03.23.23 Page 1 of 2



*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

oscc@deped.gov.ph



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600

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Email Address: usec@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	00-000000-0002	Rev	00
Effectivity	03.23.23	Page	2 of 2



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

15 January 2025

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development (HROD)

Department of Education

DepEd Complex Meralco Avenue, Pasig City

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-IU), Inc.

Dear Usec. Cabral:

Greetings of Wisdom and Peace!

The National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc. will hold the 5th National Assembly and Capacity Development Seminar with the theme: *"Shaping the Future: Embracing Innovations, Adaptability and Fostering Cultural Competence"* 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 recognized resource persons are to discuss the following topics but are not limited to:

- School Financial Management
- Physical Count of Inventories and Property, Plant and Equipment
- Appraisal and Disposal of Government Properties
- The New Government Procurement Reform Act
- PhilHealth Programs and Benefits
- Pag-Ibig Premiums, Benefits and Investment Opportunities

Email: ndba.deped@gmail.com

Tel: 0967-316-9359



The target participants in this Live-Out activity are the Administrative Assistant III (Senior Bookkeepers), Administrative Assistant II, Administrative 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 Six Thousand Pesos (P 6,000.00) shall be charged to each participant to cover expenses for the venue, 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.

Participants are advised to confirm and 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 and payment shall be on April 4, 2025, 5:00 p.m. Payment shall be deposited or transferred to the bank details below. Proof of payment shall be sent through email to 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 of Implementing Units, Inc.

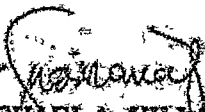
Account Number: 1881-0780-70

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

For your approval and endorsements.

Thank you and More Power!

Very truly yours,



MICHAEL A. VILLAREAL

National President

Email: ndba.dered@gmail.com

Tel: 0967-316-9359



SECURITIES AND EXCHANGE COMMISSION

THE SEC HEADQUARTERS 5007 Market Avenue, Suite 400, Manila, Philippines
1007 Manila, Philippines 1007-0001



The following document has been received:

Receiving: ICTD-ERMD

Receipt Date and Time: February 21, 2025 05:13:16 PM

PROOF OF COMPLIANCE

Company Information

SEC Registration No.: CN201916295

Company Name: NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IUS) INC.

Industry Classification: S94990

Company Type: Non-stock Corporation

Document Information

Document ID: OST10221202583077540

Document Type: Financial Statement

Document Code: FS

Period Covered: December 31, 2024

Submission Type: Annual

Remarks: None

Acceptance of this document is subject to review of forms and contents.