



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 05 2024

MEMORANDUM

INVITATION TO THE 4TH NATIONAL ASSEMBLY AND CAPACITY
DEVELOPMENT SEMINAR OF THE NATIONAL DEPED BOOKKEEPERS'
ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IU), INC.

To: Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
Administrative Officer V
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-1376 issued by the Office of the Undersecretary for Human Resource and Organizational Development dated July 17, 2024, on the above-captioned title, the content of which are self-explanatory for the information and guidance of all concerned.
2. Invited to attend and participate are the Administrative Assistants (Senior Bookkeepers) associated with the Department of Education. The said activity will be held at Ynares Sports Arena, Shaw Blvd., Pasig City on August 27 to 29, 2024 with the theme, ["Arise as ONE: Sustainable Development of Key Competence through Shared Vision and Responsibility"].
3. The use of DepEd funds shall be subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.
4. For more information, please refer to the attached communication from the host organization NDBA-IU.
5. Immediate dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: DM-OUHROD-2024-1109

To be indicated in the Perpetual Index
under the following subjects:

SEMINARS ORGANIZATIONS SENIOR BOOKKEEPERS

KEM/ INVITATION TO THE 4TH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL DEPED
BOOKKEEPERS' ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IU), INC

255 / 08/01/2024

UN-2024-255



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com

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Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-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 4th 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 **4th 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.



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 4th 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 **4th 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 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.

For your approval and subsequent endorsements.

Thank you and More Power!

Very truly yours,

MICHAEL A. VILLAREAL

National President

