



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

---

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
MLA-OSDS-2025-079

TO : **FELISA B. DELIGENCIA** **ELAINIE C. CENTINO**  
**MARILOU C. BEDRIJO** **MARIA MAXIMINA L. BABIANO**  
**JERELYN T. TUMABANG** **ANA LOU S. REGALADO**  
**ANGELI FAITH V. PASCUAL** **JOANALLO O. INTIA**  
**KENT CHADRIC H. EVASCO** **MARIANNE P. CALIPES**  
**MARGARITA L. TEJANO** **JOSE ANDREW U. SALISE**  
**JAPHET A. REVEREAL** **RUBEN C. LOREJO**

FROM : **WILFREDA D. BONGALOS PhD, CESO V** *wfb*  
Schools Division Superintendent

SUBJECT : National DepEd Bookkeepers Association of Implementing Units  
(NDBA-IUs), Inc.

DATE : March 31, 2025

---

1. The National DepEd Bookkeepers Association of Implementing Units, Inc. (NDBA-IUs), Inc. will hold its 5<sup>th</sup> National Assembly and Capacity Development Seminar on April 23-25, 2025 at the Grand Men Seng Hotel, Davao City.
2. 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.



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

3. Attendance to this activity shall be on **Official Business**. Expenses related to the said activity shall be charged to Division MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
4. For more information, please see attached communication from NDBA-IUs, INC.
5. For your guidance and compliance.



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph



Republika ng Pilipinas

# Department of Education

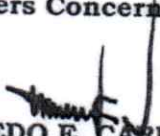
## OFFICE OF THE UNDERSECRETARY


### HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### MEMORANDUM

DM-OUHROD-2025-0549

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

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

  
**MALCOLM S. GARMA**  
*Assistant Secretary, Officer-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 **5<sup>th</sup> 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, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-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](mailto:ndba.deped@gmail.com).

Copy furnished:

**OFFICE OF THE SECRETARY**

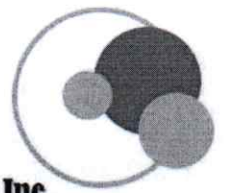
[osec@deped.gov.ph](mailto:osec@deped.gov.ph)



**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 5<sup>th</sup> National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc.**

*Dear Sir:*

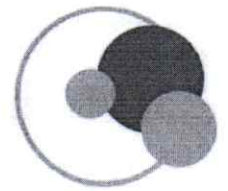
*Greetings of Wisdom and Peace from the NDBA-IUs Executive Officers and Board of Trustees!*

The **National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc.** will hold the **5<sup>th</sup> 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:





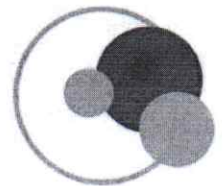
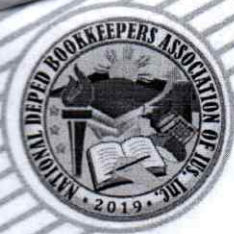
- New Government Procurement Reform Act and its IRR
- Updates on the School Structures and Staffing Standards
- Guidelines on the Physical Count of Inventories and PPE
- Process Flow of Remittance and Request for Certification on the Transfer of Trust Fund to Bureau of Treasury
- GSIS Reconciliation 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](mailto:ndba.secretariat@gmail.com) together with the information of the participant.

**Landbank of the Philippines, Sta. Maria Bulacan Branch**

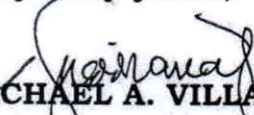
Account Name: **National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs) Inc**  
Account Number: **1881-0780-70**

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

For your approval and endorsements.

Thank you and More Power!

**Very truly yours,**

  
**MICHAEL A. VILLAREAL, MPA**  
National President

