



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

Office of the Schools Division
Superintendent

March 9, 2026

DIVISION MEMORANDUM

NO: 221 s. 2026

**SIXTH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE
NATIONAL DEPED SENIOR BOOKKEEPER ASSOCIATION (NDSBA) Inc.**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary Principals
ADAS III, ADAS II, AO II
All Others Concerned

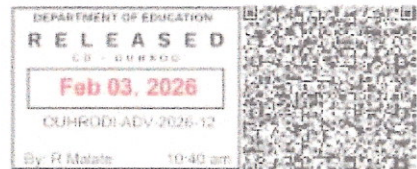
1. This Office hereby disseminates an Advisory No. 033 s. 2026 dated Feb 4, 2026 invitation to attend the Sixth National Assembly and Capacity Development Seminar on April 15-17, 2026 at the Paradise Garden Hotel and Convention Center, Manggayad, Boracay Island, Malay, Aklan.
2. Please be informed that participation to this activity is on **Official time only**.
3. For more details please see attached DepEd Memorandum .
4. For your information and guidance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ftt



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2026-0274

FOR : **CILETTE LIBORO CO**
Assistant Secretary
Public Affairs Service and External Partnership

ATTENTION : **JAKE KEVIN M. RIVERA**
Director IV
Public Affairs Service

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

E-signed by
Wilfredo Cabral
2/3/2026 8:42:08 AM

SUBJECT : **REQUEST FOR ADVISORY FOR 6th NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL DEPED SENIOR BOOKKEEPERS ASSOCIATION (NDSBA) INC.**

DATE : February 2, 2026

This is to respectfully recommend the issuance of an advisory/endorsement relative to the conduct of the **6th National Assembly and Capacity Development Seminar of the National DepEd Senior Bookkeepers Association (NDSBA) Inc** on April 15-17, 2026 at Paradise Garden Hotel and Convention Center, Manggayad, Boracay Island, Malay, Aklan.

Attached is the communication from NDSBA for reference. Should you have other questions and concerns, please coordinate with our Office through landline (02) 8633-7206 or email usec.hrod@deped.gov.ph

For your consideration and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

Advisory No. **033**, s. 2026

February 4, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

SIXTH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR

The National DepEd Senior Bookkeepers Association (NDSBA) Inc. will conduct its Sixth National Assembly and Capacity Development Seminar at the Paradise Garden Hotel and Convention Center, Manggayad, Boracay Island, Malay, Aklan, on April 15-17, 2026.

The activity aims to help the participants to

1. enhance their competencies and keep them abreast of current financial and budgetary updates, to help them effectively and efficiently carry out their duties and responsibilities;
2. contribute to school improvement by identifying issues and conflicts and determining appropriate resolutions to make implementation more responsive to the delivery of services to teachers and learners;
3. understand and receive assistance on issues concerning the general welfare, privileges, and benefits of senior bookkeepers and other school personnel;
4. foster a holistic and healthier lifestyle and well-being through wellness activities that ultimately reduce stress and increase productivity; and
5. share visions regarding the long-term goals of the association and conduct the Annual National General Assembly.

Administrative Assistant III (as Senior Bookkeeper), Accountant I, Administrative Officer II, Administrative Assistant II, Disbursing Officer II, Accounting Clerk, members of the Technical Working Group, and other interested personnel from elementary and secondary schools and division offices nationwide are invited to take part in this event.

For registration and detailed instructions, interested participants may visit <https://seminar.ndsba.com.ph>. Registration closes on April 4, 2026.

Participation of accountants, bookkeepers, budget officers, disbursing officers, and other finance personnel must comply with the guidelines outlined in OUF-2023-0282, titled **Advisory on Attendance of Finance Staff to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions**.

For more information, please contact:

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Website: <https://www.ndba.com.ph>