



23-32107

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023-0067

TO: **ALL CONCERNED**
Elementary and Secondary Schools
Division Office Personnel

SUBJECT: **ATTENDANCE TO 3rd NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING UNITS NATIONAL ASSEMBLY**

DATE: July 21, 2023

1. An invitation letter from the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs) was recently received by this Office announcing that it will hold its 3rd National Assembly and Capability Development Program with the theme **“MATATAG na Kawani, Kaagapay sa Paghubog Tungo sa Isang Bansang Makabata, Batang Makabansa”** on August 23-25, 2023 at IEC Convention Center Cebu (IC3), Pope John Paul II Cor Cardinal Rosales Ave., Cebu City.
2. All Senior Bookkeepers wherever assigned in the Division of Davao del Norte (**IU Schools, Division Office, District ADAS III, Seven (7) Schools Who Are Preparing to be IU’s and Those Assigned to Non-IU Schools**) are given the authority to attend this National Assembly to get additional knowledge on topics to be discussed by the governing agencies of the Department of Education, namely: Civil Service Commission (CSC), Bureau of Internal Revenue (BIR), PHIC to name a few, subject to funds availability.
3. A registration fee of PESOS: FIVE THOUSAND (P5,000.00) shall be charged to each participant to defray expenses relative to the conduct of such National Assembly.
4. For widest dissemination.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

acctng/mlmq

For The Schools Division Superintendent

REBECCA C. SAGOT
Assistant Schools Division Superintendent

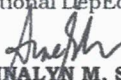




Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2023-0471

TO : **MICHEAL A. VILLAREAL**
 National President
 National DepEd Bookkeepers Association of Implementing Units, Inc.

FROM : 
ANNALYN M. SEVILLA
 Undersecretary

SUBJECT : **PROPOSAL AND DRAFT ADVISORY FOR THE CONDUCT OF THE 3RD NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT PROGRAM OF THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IUs)**

DATE : **JULY 4, 2023**

This refers to your letter dated June 20, 2023¹, transmitting the proposal and draft advisory for the conduct of the 3rd National Assembly and Capacity Development Program of the NDBA-IUs.

Please refer to the already issued Memorandum OUF-2023-0282 - "*Advisory on Attendance of Finance Staff to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions*," attendance to such similar activities as Official Business are subject to the following conditions:

1. Participation of employees is strictly monitored to ensure that selected/qualified employees will only attend at least two (2) activities per year or until the 15 Continuing Professional Development (CPD) units have been earned by the CPA participant for the given year;
2. Authority to Travel/Travel Order is duly recommended by the immediate supervisor and approved by the Head of Office;
3. Registration fees, travel, and incidental expenses are included in the Work and Financial Plan of the Office; and
4. Payment of expenses is subject to availability of funds.

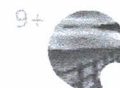
In view of the foregoing, this is to reiterate that the attendance of your target participants is subject to **the abovementioned items**.

For your information and guidance.

¹ Attached as **Annex "A"**

² Attached as **Annex "B"**

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
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NDBA-IUS, Inc. LIST OF OFFICERS

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Member

Department of Education

National DepEd Bookkeepers Association of Implementing Units, Inc.

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

10 July 2023

Dear Sir / Madam:

The **National DepEd Bookkeepers Association of Implementing Units (NDBA-IUS)**, Inc., a non-stock, non-profit association of the ADAS III (Senior Bookkeepers) in the Department of Education, will hold the 3rd National Assembly and Capacity Development Program with the theme **"MATATAG na Kawani, Kaagapay sa Paghubog Tungo sa Isang Bansang Makabata, Batang Makabansa"** on August 23-25, 2023 at IEC Convention Center Cebu (IC3), Pope John Paul II Cor Cardinal Rosales Ave., Cebu City.

The assembly aims to:

- Capacitate the participants and keep them abreast with the current developments to help them effectively and efficiently carry out the duties and responsibilities.
- Encourage, recognize and reward distinguish participants for their innovative ideas, accomplishments and other extraordinary services in relation to public service.
- Enable the participants to contribute to the improvement of school performance 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.
- Award/Grant Educational Cash Assistance to eligible member participants.

Distinguished resource speakers and subject matter experts have been invited to discuss the following topics:

- Coping with Stress at the Workplace: Life and Work Balance
- BIR Updates and the Implementation of Percentage Tax
- Guidelines on Recruitment, Selection and Appointment in the Department of Education
- Latest Updates on CSC Rules and Regulation on ORA-OHRA
- Procurement Policy Procedures on RA 9184 and its Implementing Rules and Regulations
- Laws, Rules and Regulations on Government Expenditures
- PhilHealth Updates on Irregular Remittances and the Benefits of Members
- Updates on the Organization and Workforce Assessment and Multi-Year Workforce Implementation

In view of this, we are cordially inviting all the National DepEd Bookkeepers Association (NDBA) officers and members, Administrative Assistant III / Senior Bookkeeper, Accountant I, Administrative Assistant II and other finance personnel to attend.

A registration fee of Five Thousand Pesos (P5,000.00) shall be charged to each participant to defray expenses for the hall/venue, meals and snacks, conference kits, supplies and materials and other related expenses for the 3 days live-out activity chargeable to MOOE / local funds pursuant to **Memorandum OUF-2023-0282 – "Advisory on Attendance of Finance Staff to Professional Workshops, Conferences, and Other Gatherings..."** that allows attendance of the participants on **Official Business** subject to the conditions stated and to the usual accounting and auditing rules and regulations.

Participants are advised to visit <http://www.ndba.com.ph> for the detailed instructions and online registration. The deadline to register with payment is on August 15, 2023.

Thank you for continuously supporting the NDBA to provide excellent service in the Department of Education.

Very truly yours,

MICHAEL A. VILLAREAL
National President

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