

Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0051

TO:

Janette G. Veloso, CESO VI-Assistant Schools Division Superintendent

School Heads of Implementing Units

Administrative Assistant III of Implementing Units Administrative Assistant II of Implementing Units

SUBJECT: Attendance to the 5th National Assembly and Capacity Development

Seminar of the National DepEd Bookkeepers Association of

Implementing Units (NDBA-IUs)

DATE:

March 17, 2025

- 1. Attached is DepEd Memorandum DM-OUHROD-2025-0549 dated February 28, 2025 issued by Wilfredo E. Cabral, Undersecretary of Human Resource and Organizational Development and Malcolm S. Garma, Assistant Secretary, Officer-In-Charge, Office of the Under Secretary 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.
- 2. This Division Memorandum includes herein the list of attendees to the said National Assembly and Capacity Development Seminar on April 23-25, 2025, at the Grand Men Seng Hotel, Magallanes St. Davao City.
- 3. Expenses that maybe incurred related to the attendance of non-teaching personnel of the IUs are chargeable to the School MOOE, subject to usual accounting and auditing rules and regulation.
- 4. For information and guidance.

REYNALDO B. MELLORIDA, CESO V

Schools Division Superintendent

For Schools Division Superintendent:

Accntng/mlma FN: Memo on asso of sen bok manseng

VELOSO, CESO VI Assistant Schools Division Superintendent







Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

Enclosure I:

5th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs)

List of Participants

Name	Position	School
1. Elijah P. Pielago	Bookkeeper	Kimamon National High School
2. Sheina Mae A. Matabang	Bookkeeper	New Corella National High School
3. Kerren Happuch Q. Perlas	Supply Officer Designated	New Corella National High School
4. Jerome A. Grancho	Bookkeeper	Dujali National High School
5. Lizanne O. Loseriaga	Bookkeeper	Sagayen National High School
6. Karen Mae Ambroce	Disbursing Officer	Sagayen National High School
7. Jovelyn G. Sindangan	Bookkeeper	Kapalong National High School
8. Jovelyn T. Cercado	Supply Officer Designated	Kapalong National High School
9. Rachel D. Aleon	Bookkeeper	Cabay-angan National High School
10. Catherine C. Albarracin	Disbursing Officer	Cabay-angan National High School
11. Glenn D. Sarona	Bookkeeper	Carmen National High School
12. Lenirose C. Arena	Bookkeeper	Sto. Tomas National High School
13. Oliver Bryan Guides	Supply Officer Designated	Sawata National High School
14. Maricel C. Mateo	Bookkeeper	Sto. Niño National High School
15. Jonalyn L. Alinas	Disbursing Officer	Sto. Niño National High School
16. Donald E. Miculob	Bookkeeper	Asuncion National High School
17. Jovie A. Perez	Disbursing Officer	Asuncion National High School
18. Zeny T. Puyong	Supply & Property Officer	Asuncion National High School









Republic of the Philippines

Department of Education

DAVAO REGION

March 11, 2025

REGIONAL MEMORANDUM FD-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-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

RECORDS SETTION

RECORDS SETTION

3.4.707 47194











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. GARM

Assistant Secretary, Officer by 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







DEPARTMENT OF EDUCATION ROX



Guidelines for All Personnel of the Department of Education) and Other Appropriate Orders and Guidelines on Travel;

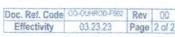
- secure approval from respective authorities;
- participation shall not interfere with regular functions and responsibilities;
- use of DepEd funds strictly adheres to the usual budgeting, accounting, and auditing rules and regulations.

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** osec@deped.gov.ph











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 National DepEd Bookkeepers Association 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







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 part participants 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.deped@gmail.com.

For your approval and endorsements.

Thank you and More Power!

Very truly yours.

MICHAEL A. VILLAREAL

National President

6

Tel: 0967-316-9359



SECURITIES AND EXCHANGE COMMISSION

THE SEC HEADQUARTERS 7907 Makati Avenue, Sahardo Wilaye, Bel-Ali, Maken City 1293 Pura 199 Rendo 5122 New Employment for the observation for the con-



The following document has been received:

Receiving: ICTD ERMD

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

ALLOF 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