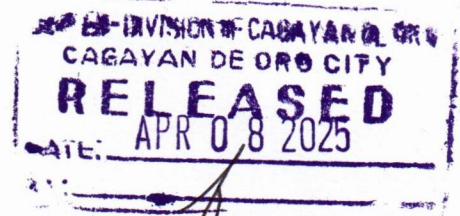




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

2 April 2005

DIVISION MEMORANDUM  
No. 313 s.2025

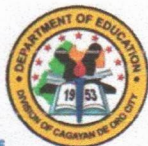
INVITATION TO THE 5<sup>TH</sup> NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT  
SEMINAR OF THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF  
IMPLEMENTING UNITS (NDBA-Ius), INC.

TO: Accountant III  
Administrative Assistant II  
Administrative Assistant III  
This Division

1. The National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc. will hold the 5<sup>th</sup> National Assembly and Capacity Development Seminar with the theme ***"Learning and Improving Together: A Significant Step to meet the Challenges of Tomorrow"*** on April 23-25, 2025, at the Grand Men Seng Hotel, Davao City.
2. Expected participants of the activity are **Administrative Assistant II and Administrative Assistant III/Senior Bookkeepers** associated with the Department of Education as per attached **Memorandum DM-OUHROD-2025-0549** dated February 28, 2025.
3. A registration fee of **Eight Thousand Pesos (P 8,000.00)** shall be charged to each participant 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.
4. Identified participants of this Division is enclosed as Annex A. Participants are all required to register online through <https://seminar.ndba.com.ph>. The deadline for the online registration is on April 4, 2025, 5:00 p.m.
5. For your information and compliance.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
DM-004-OSDS-FIN-ACCTG-(JDB)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142  
Email Address: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)  
Website: <https://depedcdo.net/>

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Republic of the Philippines  
**Department of Education**

REGION X

DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

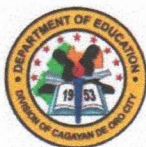
**ANNEX A**

**ADAS III (SENIOR BOOKKEEPER)**

1. JEANETTE D. ALONZO
2. CHARISE MAY R. CEBRIAN
3. KENT IAN P. COLITA
4. GILBERT Y. DUNQUE
5. LUCILDA D. GAPE
6. NIKKA T. GEOTURO
7. ARABELLA L. LABIAL
8. LOURDES P. MAGHANOY
9. MA. CHRISTINE PAASA
10. IAN H. SUSVILLA
11. RENAN A. TULAYTAY
12. ELLEN MAE M. YABOT
13. KAREN JANE P. YAMOMO
14. ALMIRA REYES
15. JACKLYN S. YU
16. RICKIM E. SABANAL
17. ALEXANDER J. AMOGOD

**ADAS II (DISBURSING OFFICER)**

18. JESSABELLE T. AGUILAR
19. AIMA M. ALEGADO
20. JANICE T. AMANCE
21. MENCHIE D. ATILLO
22. ENOLA GAY C. BABIA
23. JANYLL ROCHELLE S. DELA CRUZ
24. GRAZEL B. GALLARDO
25. KATHRINE JEAN M. ISRAEL
26. JEANI ELYN A. LABADAN
27. ROCHEL B. MACABINLAR
28. EYZAVILLE Q. MONTEZA
29. NIKKI B. NEROSA
30. JASMIN A. QUIÑANOLA
31. IRENE M. PARREÑO
32. GLYNNIS A. SOLIS
33. JULIETA R. SUCAYRE
34. RUBY MAE B. TIDULA
35. FRANCIS JOSE J. ALILIN
36. RYAN JAY V. ROLIDA
37. NELLY AUDITOR
38. REYSHIEL R. TORAYNO



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro

**Telephone:** (088) 855-0044, (088) 855-0047, (088) 328-2142

**Email Address:** [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)

**Website:** <https://depedcdo.net/>

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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

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

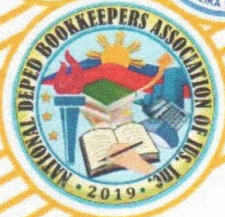
- secure approval from respective authorities;
- participation shall not interfere with regular functions and responsibilities; and
- use of DepEd funds strictly adheres to the usual budgeting, accounting, and auditing rules and regulations.

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.**

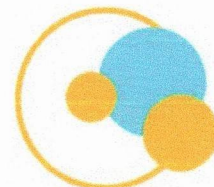
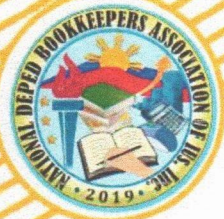
*Dear Sir:*

*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:



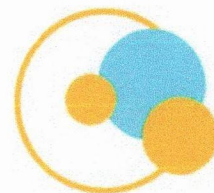
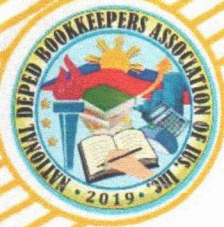
- New Government Procurement Reform Act and its IRR
- Updates on the School Structures and Staffing Standards
- Guidelines on the Physical Count of Inventories and PPE
- Process Flow of Remittance and Request for Certification on the Transfer of Trust Fund to Bureau of Treasury
- GSIS Reconciliation 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**

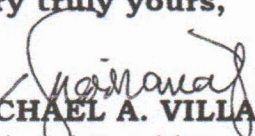
Account Number: **1881-0780-70**

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

