



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 SGOD-2024-468

To : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Public School Heads
 Public School Teachers

Subject : **INVITATION TO THE 4TH ANNUAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL DEPED BOOKKEEPERS' ASSOCIATION**

Date : August 6, 2024

This is in reference to Regional Memorandum HRDD-2024-187 dated July 31, 2024, signed by Allan G. Farnazo Director IV, titled **Invitation to the 4th Annual Assembly and Capacity Development Seminar of the National DepEd Bookkeepers' Association of Implementing Units (NDBA-IU), Inc.** from August 27-29, 2024. Details are provided in the enclosures.

Further, Administrative Assistants (Senior Bookkeepers) associated with the Department of Education may choose to attend the activity. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For inquiries, email ndba.deped@gmail.com.

Immediate and wide dissemination of this Memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 20-125057
 DATE: AUG 09 2024 TIME: 2:40 PM
 BY: *[Signature]*

[Handwritten initials]
 8/13/24

Enclosed: As stated.
 SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
 | (082)553-8375

REGARDS



Republic of the Philippines
Department of Education
DAVAO REGION

24-25615
DepEd Schools Division of Digos CP
RECORDS SECTION

RECEIVED 125053
DATE: 05 AUG 2024 TIME: 10:30
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-187

To : Assistant Regional Director
Schools Division Superintendents

Subject: INVITATION TO THE 4th ANNUAL ASSEMBLY AND CAPACITY
DEVELOPMENT SEMINAR OF THE NATIONAL DEPED
BOOKKEEPERS' ASSOCIATION

Date : July 31, 2024

This has reference to DM-OUHROD-2024-1376 titled **Invitation to the 4th Annual Assembly and Capacity Development Seminar of the National DepEd Bookkeepers' Association of Implementing Units (NDBA-IU), Inc.** from August 27 to 29, 2024. Details are provided in the enclosures.

Further, Administrative Assistants (Senior Bookkeepers) associated with the Department of Education may choose to attend the activity. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For inquiries, email ndba.deped@gmail.com.

Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

Enclosed: As Stated:

ROH/kfy

By: [Signature]
Date: [Signature] July 02, 2024
35615



Republika ng Pilipinas

Department of Education

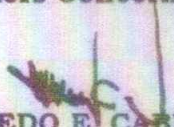
OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1374

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : INVITATION TO THE 4th NATIONAL ASSEMBLY AND
CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL
DEPED BOOKKEEPERS' ASSOCIATION OF IMPLEMENTING
UNITS (NDBA-IU), INC.

DATE : 17 July 2024

The National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc. will hold the 4th National Assembly and Capacity Development Seminar from 27 to 29 August 2024 at Ynares Sports Arena, Shaw Blvd, Pasig City with the theme "Arise as ONE: Sustainable Development of Key Competence through Shared Vision and Responsibility".

Administrative Assistants (Senior Bookkeepers) associated with the Department of Education may choose to attend the activity. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For any inquiries and further details, please see the attached communication from NDBA-IU or contact **Mr. Felix Paulino B. Ramos** at 09063744300 or **Mr. Michael A. Villareal** at 09673169359 or send an email at ndba.deped@gmail.com.



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

01 July 2024

WILFREDO E. CABRAL, CESO III
Officer In Charge, Office of the Undersecretary
Human Resource and Organizational Development (HROD)
Department of Education
DepEd Complex Meralco Avenue, Pasig City

SUBJECT: Request for Advisory and Endorsements for the 4th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc.

Dear Director Cabral:

Greetings of Wisdom and Peace!

The National DepEd Bookkeepers Association of Implementing Units (NDBA-IU), Inc. will hold the **4th National Assembly and Capacity Development Seminar** with the theme: ***“Arise as ONE: Sustainable Development of Key Competence through Shared Vision and Responsibility”*** on August 27-29, 2024 at Ynares Sports Arena, Shaw Blvd., Pasig 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.

The target participants in this Live-Out activity are the Administrative Assistant III (Senior Bookkeepers) of the Secondary School Implementing Units and the Officers and Members of the National DepEd Bookkeepers Association.

Attendance shall be on **Official Business**. A registration fee of Five Thousand Pesos (P 5,000.00) shall be charged to each part participants to cover expenses for assembly hall, 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.

Arrival of the participants shall be in the morning of Day 1, the activity proper shall start at 1:00 p.m.

Participants are advised to register online through <https://www.ndba.com.ph> for the attendance and certificates. Deadline for the registration and payment shall be on August 16, 2024, 5:00 p.m. Payment shall be deposited or transferred to bank details below. No payment shall be collected at the venue to ease the registration process. 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.

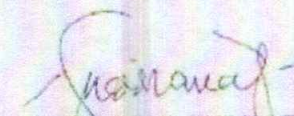
Landbank of the Philippines, Sta. Maria Bulacan Branch
Account Name: **National DepEd Bookkeepers Association**
Account Number: **1881-0780-70**

For more information and assistance, please contact Mr. Felix Paulino B. Ramos, National Auditor / NCR President at 09063744300 / 09684519191 or Mr. Michael A. Villareal, National President at 09673169359 or email to ndba.deped@gmail.com.

For your approval and subsequent endorsements.

Thank you and More Power!

Very truly yours,


MICHAEL A. VILLAREAL
National President

