



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 101

To : School Heads/Principals
 All Other Concerns

Subject : INVITATION TO THE 5TH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR OF THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IUs), INC

Date : March 24, 2025

In reference to DepEd Regional Memorandum FD-2025-013 dated March 11, 2025 , re: Dissemination of Memorandum DM-OUHROD-2025-0549 dated February 28, 2025 issued by Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Malcolms S. Garma, Assistant Secretary, Officer-In-Charge, Office of the Undersecretary 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. on April 23-25, 2025 at the Grand Mensing Hotel, Davao City. The expected participants enumerated in DM-OUHROD-2025-0549 paragraph 4 may opt to attend the said activity subject to the following conditions stated in the same paragraph.

For your information and guidance.

Digitally signed by Melanie P. Estacio
 Date: 2025.03.26 09:34:58 +08'00'

MELANIE P. ESTACIO, Ph.D, CESO VI
 Schools Division Superintendent

Enclosed: As stated.
 OSDS/bfd/nlt

DepEd Schools Division of Digos City
 RECORDS SECTION
RECEIVED
 25-70597
 DATE: MAR 26 2025 TIME: 2:00 PM
 BY: [Signature]



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
 Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos
RECORDS SECTION
RECEIVED
DATE: 12 MAR 2025
TIME: 5:54
13287
70527

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-Charge, Office of the Undersecretary 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. Contents are self-explanatory.
2. For information and guidance.

ALLAN G. FARNAZO
Director IV

Encl: As stated
ROB2kcd

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

3.12.2025 97194



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





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

DEPARTMENT OF EDUCATION ROXAS

RECORDS SECTION

RECEIVED

By: *[Signature]*

Date: *3.7.25*

Time: *10:24*

46945



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*)



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F002	Rev	00
Effectivity	03.23.23	Page	1 of 2



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.

Copy furnished:

OFFICE OF THE SECRETARY

osec@deped.gov.ph



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600

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Effectivity	03.23.23	Page	2 of 2





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 participant 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

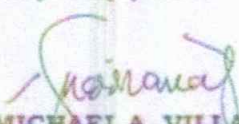
Account Name: National DepEd Bookkeepers Association of Implementing Units, Inc.
Account Number: 1881-0780-70

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





SECURITIES AND EXCHANGE COMMISSION

THE SEC HEADQUARTERS 7907 Makati Avenue, Sakredo Village, Bel-Air, Makati City
1209 Trunk Line No: 02-5222-7698 Email Us: www.sec.gov.ph / invest@sec.gov.ph



The following document has been received:

PROOF OF COMPLIANCE

Receiving: ICTD ERMD

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

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