



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

Office of the Schools Division Superintendent

MEMORANDUM:

TO : Accountant III
Elementary & Secondary School Heads
This Division

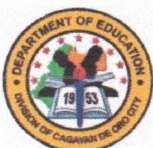
FROM : ROY ANGELO E. GAZON
Schools Division Superintendent

DATE : July 25, 2023

SUBJECT : 3rd National Assembly & Capacity Development Program of the National
DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc



1. The National DepEd Bookkeepers Association of Implementing Units (NDBA-IUs), Inc. 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 (IC3), Pope John Paul II Cor Cardinal Rosales Ave., Cebu City.
2. Expected participants of the activity are all the National DepEd Bookkeepers Association (NDBA) officers and members, **Administrative Assistant III/ Senior Bookkeeper**, Accountant I, **Administrative Assistant II** and **other finance personnel**.
3. 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 Gathering...**" that allows attendance of the participants on **OFFICIAL BUSINESS** subject to the conditions stated and to the usual accounting and auditing rules and regulations.
4. Identified participants of this Division is enclosed as Annex A. 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.
5. For your information and compliance.



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Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

**3rd National Assembly and Capacity Development Program with the Theme:
"MATATAG na Kawani, Kaagapay sa Paghubog Tungo sa Isang Bansang Makabata, Batang Makabansa"
at the IEC Convention Center Cebu (IC3) on August 23-25, 2023**

LIST OF PARTICIPANTS:

No.	Last Name	First Name	Middle Name
1	ABEJAY	CHARLLOTE JEAN	SALO
2	ABOT	FEROSECHEL	PETALCURIN
3	ALEGADO	KRISCIA	MANLOSA
4	BALACUIT	DAISY	LABOR
5	BARATA	GEMMA	JANOPLO
6	BARUEL	CENISA	BROSE
7	BORRES	KAREN BERNADETTE	BAYSA
8	BUDLONG	MARIA THERESA	WASQUIN
9	CABAÑEROS	LALLETH	PIMENTEL
10	CEBRIAN	CHARISSE MAY	RECIÑA
11	CIMACIO	MAROCHE	GETUABAN
12	COLITA	KENT IAN	PAJA
13	DADOLE	JENNIFER	BARRIGA
14	DELA CRUZ	MARK JOHN	GAMOS
15	EJERA	MELCA	LADERO
16	ESPIRITU	MARICEL	BEDUYA
17	FRANCISCO	ALVIC MARIE	SALCEDO
18	LABIAL	ANNA MARIE	LAJERA
19	LAHOY-LAHOY	CLEO	MAESTRADO
20	LOFRANCO	NOVILLA CARMELLA	MAGLANGIT
21	MAGHANOY	LOURDES	PALARCA
22	MONTEZA	EYZAVILLE	QUIMSON
23	NAMATA	EZIEL	OBEDENCIO
24	NEROSA	NIKKI	BRIGOLI
25	OBEMIO	RACQUEL	CANCELER
26	OLQUIANO	AMOR MIA	CERIALES
27	PAICA	JEZIL	LEGSANAN
28	PALARCA	FLORIE	MANGMANG
29	PELIÑO	APRIL KRISTY	AMPONG
30	SABANAL	RICKIM	ENERIO
31	SAKILAN	DATU HARRIS	SANDIGAN
32	SOLIS	GLYNNIS	ABEJO
33	SUSVILLA	IAN	HERRERO
34	TANCONGCO	DHIANARA	UY
35	TIDULA	RUBY MAE	BAJAO
36	TUMAPON	RYAN	RIVERA
37	UDANG	CHARISSE	COSTELO
38	USON	SHAJARA WHAVE	AZARCON

~~NOTHING FOLLOWS~

Annex "A"



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

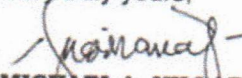
In view of this, we are cordially inviting all the National DepEd Bookkeepers Association (NDBA) officers and members, Administrative Assistant III / Senior Bookkeeper, Accountant I, Administrative Assistant II and other finance personnel to attend.

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

NDBA-IUS, Inc. LIST OF OFFICERS

MICHAEL A. VILLAREAL
President

HERMINIA L. CALATA
Vice President for Luzon

REINO D. PASAY
Vice President for Visayas

MELANIE V. COLIPANO
Vice President for Mindanao

COLLEN MURPHY P. ROBLES
Secretary

MILDRED M. LUIS
Assistant Secretary

DANIEL M. YURABA
Treasurer

HELEN GRACE C. MALABUYOC
Assistant Treasurer

FELIX PAULINO B. RAMOS
Auditor

BOARD OF TRUSTEES

DIOMEDES G. MILLANO
Chairman

RONNEL D. CANICULA
Vice Chairman

NERISSA M. ABANDULA
Secretary

AMALIA P. LABANCO
Member

GRACE D. BABALCON
Member

EDA KAREEN P. BURLAT
Member

LOURVIC B. PAGUNTALAN
Member

LOWIE N. VILLA
Member

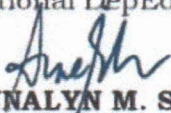
JULIUS V. ARANAS
Member



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 Institutions²,”* 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”**