



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Advisory No. 102, s. 2023
August 4, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit deped.in/region8.deped.gov.ph)

**NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING
UNITS, INC. (NDBA-IUs) 3RD NATIONAL ASSEMBLY AND
CAPACITY DEVELOPMENT PROGRAM**

Attached is a communication from Michael A. Villareal, National President,
National DepEd Bookkeepers Association of Implementing Units, Incorporated.

NDBA-IUs will conduct its 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 Avenue, Cebu
City.

This activity aims to capacitate the participants and keep them abreast with
the current developments to help them effectively and efficiently carry out their
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;
and award/grant Educational Cash Assistance to eligible member participants.

The target participants are NDBA-IUs officers and members, Administrative
Assistant III/Senior Bookkeeper, Accountant I, Administrative Assistant II, and other
finance personnel.

More information may be inquired from:

Michael A. Villareal
National President, NDBA-IUs
Website: <https://www.ndba.com.ph>

Considering that this is an Advisory, Schools Division Superintendents are
given the discretion to act on this matter.

HRDD-RVR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>



9556

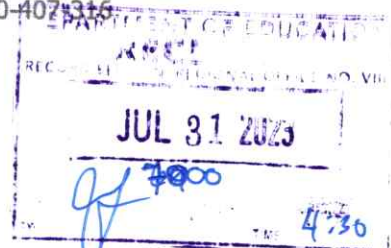


Department of Education
National DepEd Bookkeepers Association of Implementing Units, Inc.

Sagrada National High School Compound, Sagrada, Iriga City 4431, Cam. Sur, Philippines
S.E.C. Reg. No. CN201916295 Non-VAT Registered T.I.N.: 010-4074319

18 July 2023

DR. EVELYN R. FETALVERO
Regional Director
DepEd Region VIII
Gov't. Center, Candahug, Palo, Leyte



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

Dear RD Fetalvero:

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:

- a. Capacitate the participants and keep them abreast with the current developments to help them effectively and efficiently carry out the duties and responsibilities.
- b. Encourage, recognize and reward distinguish participants for their innovative ideas, accomplishments and other extraordinary services in relation to public service.
- c. 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.
- d. Understand and acquire assistance on issues concerning the general welfare, privileges and benefits of Senior Bookkeeper.
- e. 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 (₱5,000.00) 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 <https://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





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"**