


Republika ng Pilipinas  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

7376

**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 4<sup>th</sup> 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 **4<sup>th</sup> 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](mailto: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 4<sup>th</sup> 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 **4<sup>th</sup> 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 participant 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](mailto: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](mailto:ndba.deped@gmail.com).

For your approval and subsequent endorsements.

Thank you and More Power!

Very truly yours,

  
**MICHAEL A. VILLAREAL**  
National President

