



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

July 21, 2023

DIVISION MEMORANDUM
OSDS- 2023- 616

**REITERATION OF THE 3RD NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT
PROGRAM OF THE NATIONAL DEPED BOOKKEEPERS' ASSOCIATION OF
IMPLEMENTING UNITS (NDBA-IUS)**

TO: Implementing Units School Heads and Bookkeepers

1. This has reference to the invitation letter of the National DepEd Bookkeepers Association of Implementing Units (NDBA-IUS) dated July 10, 2023 on 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 Ave., Cebu City. This assembly aims to enhance the capabilities in performing accounting, budgeting, auditing and on the government procurement procedures which are very important in discharging the functions.
2. Attached is the list of participants of the said activity.
3. Travel expenses relative to the attendance of this activity are chargeable against School MOOE subject to the usual auditing and accounting rules and regulations.
4. Wise dissemination and compliance of this Memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**PARTICIPANTS OF THE 3RD NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT
PROGRAM OF THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING
UNITS (NDBA-IUS)**

JUNIOR HIGH SCHOOL IMPLMENTING UNITS' BOOKKEEPERS	SCHOOL
HERMILINE M. LLANDA	ANDILI NATIONAL HIGH SCHOOL
JULIET R. VILLARANDA	ANIBONGAN NATIONAL HIGH SCHOOL
EVELYN C. AGANG	ATTY. ORLANDO S. RIMANDO NHS
SARAH MAE R. QUIBOL	COMPOSTELA NATIONAL HIGH SCHOOL
ISSA A. GINES	GABI NATIONAL HIGH SCHOOL
GLADYS B. ANGANA	LAAK NATIONAL HIGH SCHOOL
KRISTINE T. MACATUMBAS	LORENZO NATIONAL HIGH SCHOOL
MARIA LUZ S. CAL	MABINI NATIONAL HIGH SCHOOL
DAVIE E. BALUIS	MAINIT NATIONAL HIGH SCHOOL
MERCEDITA R. PONCE	MANAT NATIONAL HIGH SCHOOL
MERLYN M. BENITEZ	MARAGUSAN NATIONAL HIGH SCHOOL
BEVERLY D. LLOREN	MONKAYO NATIONAL HIGH SCHOOL
LANI S. LIMBAGA	MONTEVISTA NATIONAL HIGH SCHOOL
TEOFANIÑA J. ROXAS	NABUNTURAN NATIONAL COMP. HIGH SCHOOL
GLAIZA MAE B. DELPOSO	NEW BATAAN NATIONAL HIGH SCHOOL
MARVELYN Y. BESINGA	PANTUKAN NATIONAL HIGH SCHOOL
CHARINA U. MANISAN	PINDASAN NATIONAL HIGH SCHOOL

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Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph



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

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

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Member

EDA KAREEN P. BURLAT
Member

LOURVIC B. PAGUNTALAN
Member

LOWIE N. VILLA
Member

JULIUS V. ARANAS
Member

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

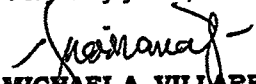
In view of this, we are cordially inviting all the National DepEd Bookkeepers Association (NDBA) officers and members, Administrative Assistant III / Senior Bookkeeper, Accountant I, Administrative Assistant II and other finance personnel to attend.

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