

Republika ng Dilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025- 0540

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 Cylarge 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

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.

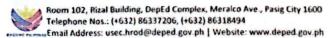
The activity aims to capacitate the participants and keep them abreast with the current financial and budgetary updates and to help them effectively and efficiently carry out their duties and responsibilities.

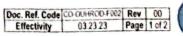
This activity also aims to enable the participants to contribute to the improvement of the school by identifying issues and conflicts and by determining ways of resolving these issues in order to make the implementation more responsive to the delivery of services to teachers and students as well as understand 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







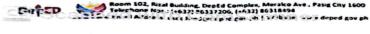




Quidelines for All Personnel of the Department of Education) and Other Appropriate Orders and Quidelines on Travel; secure approval from respective authorities; participation shall not interfere with regular functions and responsibilities; and use of DepEd funds strictly adheres to the usual budgeting, 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.

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Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



April 2, 2025

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To: OIC-Assistant Schools Division Superintendent School Heads-Implementing Units Administrative Officer IV & Senior Bookkeeper -Implementing Units All Others Concerned

For information and dissemination.

Administrative Officer V Officer-in-Charge







