



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0549

**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-Charge
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*)



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- Guidelines for All Personnel of the Department of Education) and Other Appropriate Orders and Guidelines 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**, NDPA National President at 09673169359 or email at ndba.deped@gmail.com.

Copy furnished:
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Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd-Division of Catanduanes
 RECORDS SECTION
RELEASED
 BY: *[Signature]* No: 177
 DATE: 02 APR 2025 TIME: 10:00

April 2, 2025

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

For information and dissemination.

[Signature]
EVA S. TOLENTINO
 Administrative Officer V
 Officer-in-Charge

