



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

CN-2023-7—27-8012

**REGIONAL MEMORANDUM**

No. NCR **ORD 693**, s 2023

**TO :** Secondary Schools Principal/Head of IUs  
 Schools Bookkeepers of IUs

**FROM :**  **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** PROPOSAL AND DRAFT ADVISORY FOR THE CONDUCT  
 ADVISORY FOR THE CONDUCT OF THE 3RD NATIONAL  
 ASSEMBLY AND CAPACITY DEVELOPMENT PROGRAM OF  
 THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF  
 THE IMPLEMENTING UNITS (NDBA-IUS)

**DATE :** July 28, 2023

1. Enclosed is the **Memorandum OUF-2023-0471** dated July 4, 2023, of the abovementioned subject.
2. Attention is invited to the cited conditions under paragraph two (2) for the participation of employees to such activities to consider it on **Official Business**. Attached also is **Memorandum OUF-2023-0282** dated May 15, 2023, for your reference and perusal.
3. For the information and guidance of all concerned.

Encl.: As stated

Misamis St., Bago Bantay, Quezon City

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>



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## 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

18 July 2023

#### DR. WILFREDO E. CABRAL

Regional Director  
DepEd National Capital Region (NCR)  
Misamis St., Bago Bantay, Quezon City

Dear RD Cabral:

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 3<sup>rd</sup> 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 (₱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.

#### 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

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Chairman

**RONNEL D. CANICULA**  
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Member

**EDA KAREEN P. BURLAT**  
Member

**LOURVIC B. PAGUNTALAN**  
Member

**LOWIE N. VILLA**  
Member

**JULIUS V. ARANAS**  
Member



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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**MEMORANDUM**  
**OUF-2023-0282**

**TO : CENTRAL AND FIELD ACCOUNTANTS**  
**CENTRAL AND FIELD BOOKKEEPERS**  
**CENTRAL AND FIELD BUDGET OFFICERS**  
**CENTRAL AND FIELD DISBURSING OFFICERS**  
**OTHER FINANCE OFFICERS**

**FROM : ANAALYN M. SEVILLA**  
Undersecretary for Finance *AS*

**SUBJECT : ADVISORY ON ATTENDANCE OF FINANCE STAFF TO**  
**PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER**  
**GATHERINGS SPONSORED BY GOVERNMENT, NON-**  
**GOVERNMENT, AND PRIVATE INSTITUTIONS**

**DATE : May 15, 2023**

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Cognizant of the needs of our Accountants, Bookkeepers, Budget Officers, Disbursing Officers, and other Finance Officers to keep abreast with latest finance related issuances and rulings with direct impact to effective and efficient performance of their mandated functions in their respective work place, mentioned employees are hereby authorized to attend "select and relevant activities such as conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by government, non-government, or private institutions on Official Business. This amends the previous advisory issued on April 26, 2023.<sup>1</sup>

Attendance to activities is subject to the following conditions:

1. Participation of employees are 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 has been earned by the CPA participant for the given year;

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<sup>1</sup> **Annex "A"** – OUF-2023-0253 "Advisory on Attendance of Certified Public Accounts (CPAs) to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions" dated April 26, 2023

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.

For the information and guidance of all concerned.

Thank you.

Cc: **Director Ana Marie C. Calapit, Finance Service**




Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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**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 3<sup>RD</sup> NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT PROGRAM OF THE NATIONAL DEPED BOOKKEEPERS ASSOCIATION OF IMPLEMENTING UNITS (NDBA-IUs)**

**DATE** : **JULY 4, 2023**

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This refers to your letter dated June 20, 2023<sup>1</sup>, transmitting the proposal and draft advisory for the conduct of the 3<sup>rd</sup> 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 Institutions*,” 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.

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<sup>1</sup> Attached as **Annex “A”**

<sup>2</sup> Attached as **Annex “B”**