



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

August 2, 2023

DIVISION MEMORANDUM
No. 036 | s. 2023

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

To: Public Schools District Supervisors
School Principals/Heads of Implementing Units
Senior Bookkeepers of Secondary Schools -Implementing Unit
All Others Concerned

1. This office is hereby disseminating the Memorandum OUF-2023-0282 dated May 15, 2023 (**ANNEX A**), Memorandum OUF-2023-0471 dated July 4, 2023 (**ANNEX B**) from the Office of the DepED Undersecretary for Finance and the letter from the National DepEd Bookkeepers Association of Implementing Units, Inc. (**ANNEX C**) dated July 10, 2023, on the conduct of 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.
2. In this connection, all Senior Bookkeepers of the SDO-Bohol secondary schools – implementing units are invited and are required to attend the said national assembly and capability building subject to the availability of school MOOE funds. Attached herein as (**Annex D**) is the list of Secondary Schools – Implementing Unit Senior Bookkeepers.
3. Participants will be attending on Official Business.
4. This memorandum shall serve as your **TRAVEL AUTHORITY**.
5. Immediate and wide dissemination of this memorandum is hereby directed.


EVANGEL M. LUMINARIAS, PhD CESO V
Schools Division Superintendent 



Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
412-4938; (038) 411-2544 (038) 501-7550
501-7550 email add: deped.bohol@deped.gov.ph





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

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 : ANNALYN M. SEVILLA
Undersecretary for Finance
(Handwritten signature and initials)

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

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, 2023.¹

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;

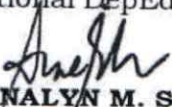
¹ **Annex "A"** – OUF-2023-0253 "Advisory on Attendance of Certified Public Accounts (CPAs) to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions" dated April 26, 2023



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

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

DATE : **JULY 4, 2023**

This refers to your letter dated June 20, 2023¹, transmitting the proposal and draft advisory for the conduct of the 3rd 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*”,² 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.

¹ Attached as **Annex “A”**

² Attached as **Annex “B”**

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

"ANNEX C"

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

BOARD OF TRUSTEES

DIOMEDES G. MILLANO
Chairman

RONNEL D. CANICULA
Vice Chairman

NERISSA M. ABANDULA
Secretary

AMALIA P. LABANCO
Member

GRACE D. BABALCON
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

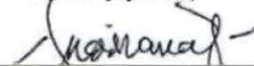
In view of this, we are cordially inviting all the National DepEd Bookkeepers Association (NDBA) officers and members, Administrative Assistant III / Senior Bookkeeper, Accountant I, Administrative Assistant II and other finance personnel to attend.

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,



LIST OF IUS SENIOR BOOKKEEPERS
ANNEX D

No.	Schools	Senior Bookkeepers
1	** 0907001 - Aguing National High School	NORMA Y. COQUILLA
2	** 0907002 - Alicia Technical Vocational High School	JOCELYN A. ANCOG
3	** 0907006 - Baclayon National High School	ZARAH GRACE MALCE
4	Bantolinao National High School	JOHN REY G. DOBLE
5	** 0907011 - Batuan National High School	CRISTINA D. SANDIMAS
6	** 0907013 - Biabas Trade High School	JAY MARIH S. SUAREZ
7	** 0907014 - Biking Technical Vocational High School	ALVIN TENIO
8	** 0907015 - Bilar National High School	JOCELYN H. BAYGAN
9	** 0907023 - Cabilao National High School	ROCHELLE VILLAPAZ
10	** 0907027 - Calape National High School	ANA KARLA R. CUBELO
11	** 0907030 - Camambugan National High School	JOHN KENNETH A. TEMPLADO
12	** 0907035 - Campao Oriental National High School	MA. ESTHER S. IGOT
13	** 0907040 - Cangawa National High School	GLENDA C. SALVACION
14	** 0907044 - Catigbian National High School	JESSELOU SALANG
15	Catungawan National High School	JOSELINE O. MABALATAN
16	** 0907048 - Clarin School of Fisheries	CHERYL JALA
17	Cong. Pablo Malasarte National High School	Ma. Irene E. Balbin
18	** 0907052 - Corella National High School	PRIMA B. GAHIT
19	** 0907055 - Dagohoy National High School	ROWEL S. TINAMPAY
20	** 0907057 - Danao National High School	RYAN JAYMAR P. APA
21	** 0907067 - Francisco L. Adlaon High School	ANTONETTE A. MACABUDBUD
22	** 0907071 - Guinacot National High School	MILYN O. AMONCIO
23	Guinsularan National High School	JESSICA B. TEMPLADO
24	** 0907076 - Hanopol National High School	FE CORAZON MANIANGIT
25	** 0907079 - Hinlayagan National High School	TEODORA C. TUBAN
26	** 0907080 - Inabanga High School, Nabuad	JOANNE JADE D. VISTAL
27	** 0907083 - Katipunan National High School	LELIT D. CUHIT
28	** 0907087 - La Hacienda National High School	TEHINNAH C. BARATAS
29	** 0907088 - La Union National High School	LEA NANCY P. YBAÑEZ
30	** 0907089 - Lila National High School	MARICEL M. WATE
31	** 0907090 - Loboc National High School	NORA TOMARONG
32	** 0907093 - Lourdes National High School	LOURDES A. PALMA
33	** 0907096 - Mahayag National High School	JEFFREY GENITA
34	** 0907098 - Mayor A. R. Tuazon National School of Fisheries	EVA CLARICE C. MARAPAO
35	Mayor Catalino Casoyla Memorial High School	MILANE MAGDUGO
36	** 0907101 - Nahawan National High School	ERIKKA MARIE G. DIGAUM
37	Pagnitoan National High School	JOYCE ENOJARDO
38	** 0907107 - Pangangan National High School, Main	REGIE ANN O. SAPANTA



39	** 0907109 - Pilar Technical Vocational High School	GRACE MARI S. CELIS
40	** 0907113 - Pres. Carlos P. Garcia National High School	SHERALL BLESS P. AVENIDO
41	Pres. Carlos P. Garcia Memorial National High School - Talibon	CHEL ANN MAE A. CURAY
42	** 0907116 - San Agustin National High School	RHYS RYAN D. SANIEL
43	** 0907120 - San Isidro National High School, San Isidro	VINCENT LOUIE B. PONTE
44	** 0907121 - San Isidro Technical Vocational High School	BHEVIANE GRACE V. CASULUCAN
45	** 0907123 - San Jose National High School, Inabanga	STELLA M. VIGUNTE
46	** 0907124 - San Jose National High School, Talibon	MALAYNIE G. POLO
47	** 0907125 - San Miguel Technical Vocational High School	JOVELYN D. BONCALES
48	** 0907127 - San Pascual National Agricultural High School	ESTRELLA C. AVENIDO
49	** 0907129 - San Roque National High School, Albuquerque, Bohol	CHARILYN M. BETONIO
50	** 0907130 - San Roque National High School, Mabini, Bohol	RHEA C. GAMILA
51	** 0907133 - Sevilla National High School	ERICSON A. TOLEDO
52	** 0907134 - Sierra Bullones Technical Vocational High School	GERLY B. BUTLIG
53	** 0907135 - Sikatuna National Agricultural High School	ALDA S. TUBA
54	** 0907137 - Southern Inabanga High School	JUDELYN P. JIMENEZ
55	** 0907139 - Tabalong National High School	MARY JUNE KAREN G. GELOMIO
56	** 0907140 - Tabuan National High School	AILEEN T. DALEN
57	** 0907141 - Tagum Sur National High School	LEIZL ANNE T. CAJES
58	** 0907147 - Tubigon West National High School	JIMMY G. LUMICTIN
59	** 0907150 - Tulang National High School (Getafe High School)	GERALDEN M. AGUHAR
60	Ubay National Science High School	CRUZELYN AMPO
61	** 0907152 Union National High School	MARION M. GAPAS
62	** 0907153 - Valencia Technical Vocational High School	LIEZEL B. SALVACION



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
 Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

