

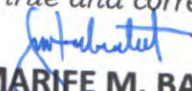


Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 Schools Division of Negros Oriental

#716
 OFFICE NEG. OR.
RELEASED
 NO: 023-2322
 DATE: 15 AUG 2023
 BY:
 RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

(for SDO employees & School Heads)

NAME	ASER T. ALAS JR. – AYUNGON NHS (ADAS III) CHARLA Q. BANIGA – DAUIN NHS (ADAS III) SHEILA T. ALDENESE – DAUIN NHS (ADAS II) MERLE F. ARDENIA – DLANHS (ADAS III) PRECY MARIE A. ZAMORA – DLANHS (ADAS II) MARIA CHONA S. ESTRELLANES – JIMALALUD NHS (ADAS III) J CHRISSA D. RUBIO – MA. MACAHIG NHS (ADAS III) LENDY O. LAGRAMA – MA. MACAHIG NHS (ADAS II) MERLINE B. DAHIL-DAHIL – MANJUYOD NHS (ADAS III) ROWINA CACAS – MANJUYOD NHS (ADAS II) MARIFE M. BANLAT – NEGROS ORIENTAL HS (ADAS III) HANALYN T. BARTOCES – NEGROS ORIENTAL HS (ADAS II) SHERRY MAE P. ELMIDO – SANTIAGO DELMO NHS (ADAS III) MARIE ROSALIE L. BERGADO – SANTIAGO DELMO NHS (ADAS II) DIANNE EVE C. OMNOS – SIBULAN NHS (ADAS III) MAY ANN P. SALDIVAR – SIBULAN NHS (ADAS II) SHIELA P. CALIDGUID – TAMBO NHS (ADAS III) LYZIEL JOY J. BACO – TAYASAN NHS (ADAS III) MATET B. GADINGAN – VALENCIA NHS (ADAS III) RECHEL P. JALUAG – VALENCIA NHS (ADAS II)
Position/Designation	
Permanent Station	
Purpose of Travel <i>(must be supported by attachment)</i>	3 rd National Assembly and Capacity Development Program
Host of Activity	Central Office – Department of Education
Inclusive Dates	August 23 to 25, 2023
Destination	IEC Convention Center Cebu
Fund Source	School MOOE
<i>I hereby attest that the information on this form and in the supporting documents attached hereto are true and correct:</i>	
 MARIFE M. BANLAT	
Name and Signature of Requesting Employee	8/9/2023 Date
RECOMMENDING APPROVAL	





Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Negros Oriental

RECOMMENDING APPROVAL

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.

MARCELO K. PALISPIS EdD, JD

OIC-Assistant Schools Division Superintendent

Date

APPROVED


NERI C. OJASTRO, CESE

Schools Division Superintendent

8/17/23

Date



Address: Kagawasan Ave., Capitol Area, Daro, Dumaguete City

Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644

Email Address: negros.oriental@deped.gov.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

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:

- a. Capacitate the participants and keep them abreast with the current developments to help them effectively and efficiently carry out the duties and responsibilities.
- b. Encourage, recognize and reward distinguish participants for their innovative ideas, accomplishments and other extraordinary services in relation to public service.
- c. 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.
- d. Understand and acquire assistance on issues concerning the general welfare, privileges and benefits of Senior Bookkeeper.
- e. 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



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 

**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

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.

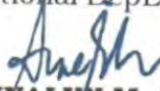
Cc: **Director Ana Marie C. Calapit**, Finance Service



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

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 Institutions²,” 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”**