




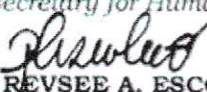
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

500 ALAMINOS
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2023-11-08
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MEMORANDUM
DM-OUHROD-2023-1606

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM :  **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : INVITATION TO THE 15TH NATIONAL CONGRESS AND SEMINAR-WORKSHOP ORGANIZED BY THE DEPARTMENT OF EDUCATION - NATIONAL EMPLOYEES' UNION (DEPED-NEU)

DATE : 12 October 2023


 Republic of the Philippines
 Department of Education
 REGION I
 SCHOOLS DIVISION OF ALAMINOS CITY

 Office of the Schools Division Superintendent
 Novembre 8, 2023
DIVISION MEMORANDUM
DM-2023-568
 To: Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, School Governance and Operations Division (SGOD)
 School Head of Public Secondary and Elementary Schools
 Non-Teaching Personnel
 All others concerned

 For information, guidance, and appropriate action.


VIVIAN LUZ S. PANATPATAN, CESO VI
 OIC-Schools Division Superintendent

With hundred reasons to serve!


 Address: Tarlac Office Building, Alaminos City, Pangasinan
 Telephone Number: (09) 238-3244
 Website: schools.alaminoscity.gov.ph
 Email Address: ops@schools.alaminoscity.gov.ph

The Department of Education - National Employees' Union (DepEd-NEU) will hold the 15th National Congress and Seminar-Workshop from November 29 to December 01, 2023, at the Crown Legacy Hotel, Kisda Road, Baguio City with the theme "Bayanihan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at Bansang Makabata".

The congress aims to: (1) provide participants with an in-depth overview of the DepEd's MATATAG Agenda; (2) raise awareness among DepEd NEU officers and members on how they can proactively participate in the effective delivery of the various components of the MATATAG Agenda; (3) develop, propose and adopt appropriate programs and activities for DepEd non-teaching rank-and-file personnel to support DepEd's MATATAG Agenda and the MATATAG K-10 Curriculum; (4) address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel; and (5) update DepEd NEU officers and members on the current status of the implementation of the 2021 Collective Negotiation Agreement and lay-down action plans to facilitate its full implementation (see attached communication from DepEd NEU for further details).

Eligible participants indicated in the provided list of DepEd NEU may opt to attend the said activity provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds shall be subject to the approval of their respective approving authorities. The same is also contingent upon its availability, and adherence to the usual accounting and auditing rules and regulations.

Should you have further inquiries, please email DepEd NEU at depedneusecretarygeneral@gmail.com.

OUHROD-EWD/Quevedo
Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos. (+632) 86337205, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph



Department of Education
NATIONAL EMPLOYEES' UNION
 3/F Dormitory E Bldg., DepEd Complex, Meralco Ave., Pasig City
 Email Address: depedneupresident@gmail.com
 Telefax: (02) 8636-3549
 DOLE-CSC Registration No. 1737
 Accreditation No. 862



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NATIONAL EXECUTIVE OFFICERS

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 Interim Board Secretary

ADVISORY

This advisory is issued in reference to the Memorandum DM-OUHROD 2023-1606 dated 12 October 2023 relative to the upcoming 15th National Congress and Seminar-Workshop of the Department of Education - National Employees Union scheduled from November 29 to December 1, 2023, at the Crown Legacy Hotel, Kisad Road, Baguio City with the theme "*Bayandhan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at Bansang Makabata*". Paragraph 2 of the said memorandum states that for further details, see the attached communication from DepEd NEU.

Thus, it is informed that a registration fee of Five Thousand Nine Hundred Fifty Pesos (P 5,950.00) shall be charged to each participant to defray expenses on accommodation, certificates, honoraria of resource speakers, supplies, and other related expenses.

The Registration Fee, travel, and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations, such as but not limited to Regional Division School Maintenance and Other Operating Expenses (MOOE), and or Special Education Fund (SEF), and other possible legitimate sources subject to the usual budgeting, accounting and auditing rules and regulations.

Participants to this activity are the following:

- Non-teaching rank and file employees of DepEd in the central, regional, division and school levels occupying positions listed in Enclosure No. 1;
- Members of the DepEd-NEU National Board of Trustees (NBO),
- DepEd-NEU National Executive Officers (NEO);
- DepEd-NEU Chapter Executive Officers at the regional, division and school levels; and
- Chairpersons and Members of the DepEd-NEU Secretariat and Steering Committees.

Attendance of participants and secretariat shall be on **Official Business**.

Members of the NBO, NEO and the different working committees are considered participants and shall be required to pay the registration fee. They are authorized to travel two (2) days prior to the start of the activity for the necessary preparations.

Arrival and registration of participants shall be in the morning of Day 1 (November 29, 2023). The first meal to be served shall be lunch on Day 1 while the last meal to be served shall be lunch on the last day (December 1, 2023) of the Congress.

Payment of registration fee through cash, check, or LLDAP-ADA may be deposited to the DepEd-NEU National Account at the Land Bank of the Philippines Meralco Branch, Pasig City under Account Name: DEPED NATIONAL EMPLOYEES UNION with Account No.: 3341-0185-94.

Online Confirmation of attendance shall be made through (https://docs.google.com/forms/d/e/1FAIpQLSddaNjttSat37dhbrJAcqg4Y1nKK5QsW0iM_uoLQW_u2Ysh2aQ/viewform). Please visit the DepEd NEU Facebook Page to readily access this link.

For information and guidance of all concern


ATTY. DOMINGO B. ALIDON
 National President

Enclosure No. 1

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZED
TO ATTEND THE 15TH NATIONAL CONGRESS AND
SEMINAR-WORKSHOP OF THE DEPED-NEU**

- 1 . Accountant I
- 2 . Accountant II
- 3 . Accountant III
- 4 . Accountant IV
- 5 . Accounting Analyst
- 6 . Accounting Clerk II
- 7 . Administrative Aide I
- 8 . Administrative Aide II
- 9 . Administrative Aide III
- 10 . Administrative Aide IV
- 11 . Administrative Aide V
- 12 . Administrative Aide VI
- 13 . Administrative Assistant I
- 14 . Administrative Assistant II
- 15 . Administrative Assistant III
- 16 . Administrative Assistant IV
- 17 . Administrative Assistant V
- 18 . Administrative Assistant VI
- 19 . Administrative Officer I
- 20 . Administrative Officer II
- 21 . Administrative Officer III
- 22 . Administrative Officer IV
- 23 . Administrative Officer V
- 24 . Agriculturist I
- 25 . Agriculturist II
- 26 . Aquacultural Technician I
- 27 . Aquaculturist I
- 28 . Architect II
- 29 . Architect III
- 30 . Artist-Illustrator II
- 31 . Assistant Schools Division Superintendent
- 32 . Assistant Teachers Camp Superintendent
- 33 . Attorney I
- 34 . Attorney II
- 35 . Attorney III
- 36 . Attorney IV
- 37 . Attorney V
- 38 . Board Secretary II
- 39 . Bookkeeper
- 40 . Cash Clerk I
- 41 . Cashier I

- 42 . Cashier II
- 43 . Chief Accountant
- 44 . Chief Administrative Officer
- 45 . Chief Education Program Specialist
- 46 . Chief Education Supervisor
- 47 . Chief Health Program Officer
- 48 . Cinematographer I
- 49 . Clerk I
- 50 . Clerk II
- 51 . Clerk III
- 52 . Computer File Librarian I
- 53 . Computer File Librarian II
- 54 . Computer Maintenance Technologist I
- 55 . Computer Maintenance Technologist III
- 56 . Computer Programmer II
- 57 . Computer Programmer III
- 58 . Construction and Maintenance Man
- 59 . Cook I
- 60 . Copy Reader
- 61 . Coxswain
- 62 . Crafts Education Demonstrator I
- 63 . Crafts Education Demonstrator II
- 64 . Creative Arts Specialist I
- 65 . Creative Arts Specialist II
- 66 . Dental Aide
- 67 . Dentist I
- 68 . Dentist II
- 69 . Dentist III
- 70 . Department Assistant Secretary
- 71 . Department Legislative Liaison Specialist
- 72 . Department Secretary
- 73 . Department Undersecretary
- 74 . Director II
- 75 . Director III
- 76 . Director IV
- 77 . Disbursing Officer I
- 78 . Disbursing Officer II
- 79 . Dormitory Manager I
- 80 . Dormitory Manager II
- 81 . Dormitory Manager IV
- 82 . Draftsman I
- 83 . Draftsman II
- 84 . Driver I

- 85 . Education Program Specialist I
- 86 . Education Program Specialist II
- 87 . Education Program Supervisor
- 88 . Education Research Assistant II
- 89 . Engineer I
- 90 . Engineer II
- 91 . Engineer III
- 92 . Engineer IV
- 93 . Engineer V
- 94 . Executive Assistant I
- 95 . Executive Assistant II
- 96 . Executive Assistant III
- 97 . Executive Assistant IV
- 98 . Executive Assistant V
- 99 . Executive Director II
- 100 . Farm Worker I
- 101 . Fisherman
- 102 . Guesthouse Caretaker
- 103 . Guidance Coordinator I
- 104 . Guidance Coordinator II
- 105 . Guidance Coordinator III
- 106 . Guidance Councilor I
- 107 . Guidance Councilor II
- 108 . Guidance Councilor III
- 109 . Guidance Services Specialist I
- 110 . Guidance Services Specialist II
- 111 . Handicraft Worker I
- 112 . Handicraft Worker II
- 113 . Head Executive Assistant
- 114 . Health Education and Promotion Officer I
- 115 . Health Education and Promotion Officer II
- 116 . Health Education and Promotion Officer III
- 117 . Heavy Equipment Operator I
- 118 . Houseparent I
- 119 . Human Resource Management I
- 120 . Human Resource Management II
- 121 . Information Systems Analyst II
- 122 . Information Systems Analyst III
- 123 . Information Systems Researcher III
- 124 . Information Technology Officer I
- 125 . Information Technology Officer II
- 126 . Information Technology Officer III
- 127 . Internal Auditing Assistant

128 . Internal Auditor I
129 . Internal Auditor II
130 . Internal Auditor III
131 . Internal Auditor IV
132 . Internal Auditor V
133 . Laboratory Technician I
134 . Legal Aide
135 . Legal Assistant I
136 . Legal Assistant II
137 . Librarian I
138 . Librarian II
139 . Librarian III
140 . Light Equipment Operator
141 . Marine Engineman I
142 . Master Fisherman I
143 . Mechanic I
144 . Mechanic II
145 . Mechanical Plant Operator I
146 . Medical Officer II
147 . Medical Officer III
148 . Medical Officer IV
149 . Metal Worker I
150 . Nurse I
151 . Nurse II
152 . Nurse Maid I
153 . Nursing Attendant I
154 . Nutritionist-Dietitian I
155 . Nutritionist-Dietitian II
156 . Nutritionist-Dietitian III
157 . Photoengraver II
158 . Planning Officer I
159 . Planning Officer II
160 . Planning Officer III
161 . Planning Officer IV
162 . Planning Officer V
163 . Printing Foreman
164 . Project Development Assistant
165 . Project Development Officer I
166 . Project Development Officer II
167 . Project Development Officer III
168 . Project Development Officer IV
169 . Project Development Officer V

170 . Project Evaluation Officer IV
171 . Proofreader I
172 . Proofreader II
173 . Psychologist I
174 . Public Schools District Supervisor
175 . Publication Production Supervisor
176 . Records Officer II
177 . Registrar I
178 . Registrar II
179 . Reproduction Machine Operator I
180 . School Farm Demonstrator
181 . School Farming Coordinator I
182 . School Farming Coordinator II
183 . School Farming Coordinator III
184 . Schools Division Superintendent
185 . School Librarian I
186 . School Librarian II
187 . School Librarian III
188 . Science Research Assistant
189 . Science Research Specialist II
190 . Science Research Technician I
191 . Science Research Technician II
192 . Science Research Technician III
193 . Science Research Technician IV
194 . Scriptwriter I
195 . Security Guard I
196 . Security Guard II
197 . Security Guard III
198 . Security Officer I
199 . Senior Administrative Assistant I
200 . Senior Administrative Assistant II
201 . Senior Administrative Assistant III
202 . Senior Administrative Assistant V
203 . Senior Bookkeeper
204 . Senior Education Program Specialist
205 . Senior Health Program Office
206 . Senior Science Research Specialist
207 . Social Welfare Officer I
208 . Special Investigator II
209 . Special Investigator III
210 . Statistician Aide
211 . Statistician I
212 . Statistician II

- 213 . Statistician III
- 214 . Supervising Administrative Officer
- 215 . Supervising Education Program Specialist
- 216 . Supervising Health Program Officer
- 217 . Supply Officer I
- 218 . Supply Officer II
- 219 . Teacher Credentials Evaluator I
- 220 . Teacher Credentials Evaluator II
- 221 . Teacher Credentials Evaluator III
- 222 . Teachers' Camp Superintendent
- 223 . Teaching-Aids Specialist
- 224 . Technical Education and Skills Development Analyst
- 225 . Typesetter II
- 226 . Utility Foreman
- 227 . Utility Worker
- 228 . Vocational Instruction Supervisor I
- 229 . Vocational Instruction Supervisor II
- 230 . Vocational Instruction Supervisor III
- 231 . Vocational Placement Coordinator
- 232 . Vocational School Superintendent
- 233 . Warehouseman III
- 234 . Watchman I
- 235 . Watchman II

