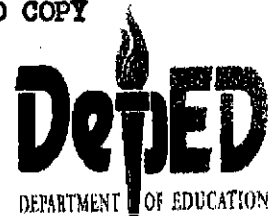




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City



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MAR 26 2004

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DepED MEMORANDUM  
No. **160** s. 2004

**NATIONAL CONFERENCE ON EMPLOYEES WELFARE/BENEFITS AND RESPONSIBILITIES**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 30, s. 1994, DepED Order No. 51, s. 2003 and DepED Memorandum No. 23, s. 2002, the Department of Education (DepED) through the Staff Development Division-Human Resource Development Service (SDD-HRDS) and the National Educators Academy of the Philippines (NEAP), in coordination with the Employees Welfare and Benefits Division (EWBD) and the DepED Central Office Employees Union (DepED-CEU) will conduct a National Conference on Employees Welfare/Benefits and Responsibilities on April 26-28, 2004 at the Teachers Camp, Baguio City.

2. The Conference is designed for DepED non-teaching employees who may be officers and members of employees associations/unions in the central, regional and division offices and those who are interested in promoting welfare and benefits of the officials and rank and file personnel in their respective offices. Generally, the conference aims to inform the employees of the possible and realistic benefits that the employees may negotiate with the management through a Memorandum of Undertaking, together with their responsibilities as future recipients thereof. Particularly, the conference will enable the participants to:

- a. explain concepts on economic and non-economic benefits;
- b. define and enumerate those benefits that may be subject for negotiations and those which are not;
- c. identify employees' welfare and benefits viable for demand;
- d. enumerate reasonable working conditions in the Public Sector;
- e. know the rights and privileges as employees of DepED;
- f. increase awareness of DepED members and officers of employees associations/unions of their responsibilities in the pursuit of welfare and benefits of employees;
- g. understand the positive role of employees associations/unions as partners of the management in reaching the goal of the Department towards quality education; and
- h. be able to define the organizational unit within which the Memorandum of Undertaking may apply.

3. The participants to this conference are the employees involved in the assessment of the welfare and benefits of employees, those incharge in the selection and promotion processes, and those members or officers of employees associations/unions from central, regional and division offices. Each regional/division office is entitled to five (5) slots broken down as follows:

Regional Office	Division Office
1 Administrative Officer or Legal Officer	1 Finance Officer
1 Human Resource Management Officer	1 Human Resource Management Officer
1 Finance Officer	1 Administrative Officer from a National High School/Elementary School
2 representatives of the local employees' association/union	2 representatives of the local employees' association/union

The Administrative Region for Muslim Mindanao (ARMM) and the Central Office shall follow the breakdown of participants provided for the regional offices. Attendance of the participants to this conference shall be on official business.

4. A registration fee of Four Thousand Pesos (Php4,000.00) will be charged each participant. Expenses for the board of participants, resource persons and staff, professional fee/honorarium of the resource persons and facilitators, supplies and materials shall be drawn from the registration fees of the participants. Lodging of participants, resource persons and staff, TEV of resource persons and staff, supplies and materials and other related training expenses shall be charged against HRDS Training and Development Funds. Participants may register with the disbursing officers from the NEAP. Registration fees and travel expenses of the participants shall be charged against local funds.

5. The list of participants must be submitted to Mr. Ariel Dagar, Ms. Mharei Deacosta and Ms. Susan dela Merced, SDD-HRDS or contact them at telefax nos. (02) 638-86-38/833-72-37.

6. Immediate dissemination of this Memorandum is desired.

  
EDILBERTO C. DE JESUS  
Secretary 

Reference:  
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

CONFERENCES  
BENEFITS  
EMPLOYEES

Model: c: national conference on employees welfare  
2-23-04