



Republic of the Philippines  
**Department of Education**

15 FEB 2013

DepEd MEMORANDUM  
No. **28**, s. 2013

**PLANNING WORKSHOP OF THE DEPED NATIONAL EMPLOYEES' UNION ON EMPLOYEE WELFARE BENEFITS IN RELATION TO COLLECTIVE NEGOTIATION AGREEMENT**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education-National Employees' Union (DepEd-NEU) will conduct the **Planning Workshop on Employee Welfare Benefits in Relation to the Collective Negotiation Agreement (CNA)** with the theme *Planning for a Responsive Collective Negotiation Agreement (CNA): A Key to Better Education Services Through a Stronger Partnership Between the DepEd Rank-and-File Employees and the Management* on February 25-26, 2013 at the DepEd Ecotech Center, Lahug, Cebu City, Cebu.
2. The Planning-Workshop aims to:
  - a. provide the participants with a deeper understanding/knowledge on the provisions of the proposed CNA, CNA negotiation requirements, guidelines and techniques;
  - b. review existing and pipeline plans, programs and activities to be implemented by the regional, division and school chapter officers to help non-academic rank-and-file employees in their professional growth;
  - c. help the participants to develop their planning skills and become better leaders in order to make them more responsible and conscious of their duties and responsibilities to their members; and
  - d. promote better governance of the Union through proper planning and management.
3. The topics to be discussed during this Planning Workshop shall focus on the following:
  - a. Proposed Collective Negotiation Agreement (CNA);
  - b. CNA Negotiation Requirements, Guidelines and Techniques;
  - c. Employee Welfare Benefits, Economic/Non-Economic Benefits;
  - d. Provident Fund;
  - e. Classification and Promotion Policies;
  - f. Early Retirement Guidelines Under Executive Order (EO) No. 366 entitled *The Government Rationalization Program*;
  - g. Issues on Government Service Insurance System (GSIS) and Civil Service Concerns, and
  - h. DepEd Relevant Programs and Projects.

4. The participants to this activity shall be limited to four (4) representatives from each of the 16 regions (excluding ARMM). The four representatives already include those coming from the division offices (DOs), schools and other offices in that region. The travel authorities of these participants shall be approved and signed by their respective Regional Directors. Further, 18 representatives from the Central Office (CO), chosen by the NEU shall also be authorized to attend. The travel authorities of the CO participants shall be recommended by their immediate supervising officers and approved by the Undersecretary for Finance and Administration.

5. Each participant shall be charged a registration fee of Three Thousand Nine Hundred Pesos (P 3,900.00) to cover expenses for the board and lodging, supplies, professional fees/honoraria of resource persons and facilitators, and travel expenses of resource persons.

6. Participants may register with the disbursing officers assigned for this purpose at the training venue. The registration fees and travel expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Attendance of the participants shall be **on official business**.

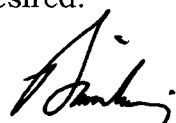
7. The members of the Secretariat, Steering Committees, Regional Chapter presidents and the NEC shall be considered participants and shall pay the registration fee.

8. Arrival and registration of participants shall be on **February 24, 2013** and the first meal shall be **dinner** on the same day and the last meal shall be **dinner** on the last day of the planning workshop.

9. Confirmation of attendance using the enclosed form must be sent through telefax no.: (02) 633-7223 and fax nos.: (02) 633-7236; (02) 637-1241; (02) 633-6550 and (02) 637-6206 not later than five days before the scheduled Planning Workshop.

10. For more information, all concerned may contact any of the following: **Mr. Nestor Valles** at telephone nos. (02) 633-7223 and (02) 635-0552 or **Ms. Elizabeth Bermoy** at telephone no.: (02) 633-7247.

11. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum: No. 298, s. 2009

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

EMPLOYEES  
OFFICIALS  
SEMINARS

SOCIETY or ASSOCIATIONS  
WORKSHOPS

**PLANNING WORKSHOP OF THE DEPED NATIONAL EMPLOYEES' UNION  
(NEU) ON EMPLOYEE WELFARE BENEFITS IN RELATION TO THE  
COLLECTIVE NEGOTIATION AGREEMENT**

DepED EcoTech Center, Lahug, Cebu City  
February 25 - 26, 2013

ATTENTION : \_\_\_\_\_  
FAX NO. : \_\_\_\_\_  
DATE : \_\_\_\_\_

**CONFIRMATION OF ATTENDANCE**

*PLEASE CHECK BLANK SPACE IF:*

\_\_\_\_\_ REGIONAL OFFICE REPRESENTATIVES      \_\_\_\_\_ DIVISION OFFICE REPRESENTATIVES  
\_\_\_\_\_ SCHOOL REPRESENTATIVES

DepED REGIONAL OFFICE NO. \_\_\_\_\_ LOCATION: \_\_\_\_\_  
TELEPHONE NO/S.: \_\_\_\_\_ FAX NO. \_\_\_\_\_

SCHOOL DIVISION: \_\_\_\_\_  
COMPLETE ADDRESS: \_\_\_\_\_  
TELEPHONE NO/S.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

	<b>NAME</b>	<b>DESIGNATION</b>	<b>OFFICE ADDRESS</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

TRANSMITTED SENT BY: \_\_\_\_\_  
OFFICE/DESIGNATION: \_\_\_\_\_