



Republic of the Philippines
Department of Education

13 NOV 2014

DepEd MEMORANDUM
No. **131**, s. 2014

EIGHTH DEPED NATIONAL EMPLOYEES' UNION (DEPED-NEU) NATIONAL CONGRESS AND SEMINAR-WORKSHOP

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

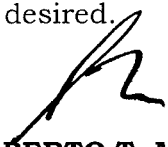
1. The Department of Education-National Employees' Union (DepEd-NEU) will hold its **Eighth National Congress and Seminar-Workshop** with the theme *Strengthening the Dynamic Partnership Between DepEd Rank-and-File Employees and Management Through an Effective Change Process in the Implementation of the DepEd Rationalization Program* from December 9 to 11, 2014 at the Baguio, Teachers Camp, Baguio City.

2. The Congress aims to:

- a. update the participants on the DepEd Rationalization Program with the prospect of mobilizing them to assist the Department in the information, education and communication of the program to all rank-and-file non-teaching employees;
- b. educate them of an effective change management process in the implementation of the DepEd Rationalization Program;
- c. enable them to contribute to the improvement of agency performance by identifying issues and conflicts in the Rationalization Program, and by determining ways of resolving these issues in order to make the implementation more responsive to the goal of rationalizing service delivery and support systems;
- d. enable them to appreciate the role and significance of public sector unionism in the development, education, promotion, advancement and protection of government workers' rights, benefits and privileges and recognition of their responsibilities as employees of the Department;
- e. strengthen DepEd-NEU's representation and participation in committees, programs and projects of the Department, in the central, regional, schools division, and school levels, which are essential to the delivery of quality public service and agency performance; and
- f. sustain the binding relationship among the DepEd-NEU officers and members and between DepEd-NEU and DepEd Management in attaining quality education for all.



3. Below are the topics to be discussed during the Congress.
 - a. DepEd Rationalization Program
 - Acceptable placement and hiring procedures
 - Transition phases and its implications to affected personnel
 - HR programs to assist in adapting to new working environment and conditions and
 - Approved plantilla positions and their corresponding job descriptions.
 - b. Collective Negotiation Agreement (CNA), and
 - c. Other employees welfare and benefits (GSIS, Phil-Health, among others)
4. The participants to this activity are the non-academic rank-and-file employees of the Department as defined and enumerated in the enclosed Annex A of the approved DepEd CNA including the members of the DepEd-NEU Board of Trustees and National Executive Committee, chairpersons and members of NEU steering and standing committees, and central, regional and schools division chapter union officers.
5. A registration fee of Four Thousand Two Hundred Pesos (P 4,200.00) shall be charged each participant.
6. Expenses for the board and lodging of participants, resource persons and staff; professional fees/honoraria of resource persons shall be drawn from the registration fees.
7. Participants may register with the DepEd Disbursing Officers assigned for the purpose at the training venue. Registration fees and travel expenses of 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**.
8. Other related training expenses, supplies and materials shall be charged to OSEC/Human Resource Training and Development (HRTD) Fund.
9. Members of the different working committees, Regional Chapter Presidents and the National Executive Committee shall be considered participants and shall pay the registration fee. They are authorized to travel two days before the congress for the necessary preparation. Arrival and registration of participants shall be on the afternoon of **December 8, 2014** and the last meal shall be afternoon snacks of **December 11, 2014**.
10. Confirmation of attendance using the enclosed form must be sent through telefax nos.: (02) 637-1241; (02) 633-7247 not later than five days before the assembly.
11. For more information, all concerned may contact **Mr. Robertson M. Tuliao** at telephone no. (02) 636-3549 and mobile nos.: 0920-243-4801; 0927-797-6926 or **Ms. Elizabeth Bermoy** at telephone no.: (02) 633-7247.
12. Immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encls.: As stated

Reference: DepEd Memorandum No. 204, s. 2013

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

EMPLOYEES
CONVENTIONS
OFFICIALS
SEMINARS
SOCIETY or ASSOCIATIONS
WORKSHOP

Alma/ DM 8th DepEd-NEU Congress and Seminar-Workshop
0755-November 7/10, 2014

(Enclosure No. 1 to DepEd Memorandum No. 131, s. 2014)

EIGHT (8th) DEPED NATIONAL EMPLOYEES' UNION (DEPEDNEU) NATIONAL CONGRESS AND SEMINAR WORKSHOP

National Teachers' Camp, Baguio City

December 9-11, 2014

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.: _____

NAME	DESIGNATION	OFFICE ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRANSMITTED SENT BY: _____
OFFICE/DESIGNATION: _____

LIST OF PLANTILLA POSITIONS OF NON-ACADEMIC RANK AND FILE EMPLOYEES

Pursuant to Article Scope of Coverage

CENTRAL OFFICE POSITIONS

1. Department Liason Specialist (DLLS)
2. Project Development Officer I-IV
3. Senior Administrative Asst. I-V
4. Administrative Asst. I-V
5. Administrative Aide I-VI
6. Security Guard I
7. Guest House Caretaker
8. Chief Accountant
9. Accountant I-IV
10. Information Technology Officer I-III
11. Information System Analyst I-III
12. Computer Programmer II
13. Computer Maintenance Technologist I
14. Computer File Librarian I
15. Chief Education Program Specialist
16. Education Program Specialist (EPS) II-I
17. Draftsman I
18. Supervising Education Program Specialist
19. Senior Education Program Specialist
20. Science Research Technician IV
21. Engineer V –Chief
22. Engineer I-IV
23. Statitian I-III
24. Proof-reader I-II
25. Watchman I
26. Publication Production Supervisor
27. Printing Foreman
28. Copy Reader
29. Typesetter I-II
30. Dentist I-II
31. Nutritionist Dietician I-II
32. Health Education and Promotion Officer I
33. Warehouseman I-III
34. Science Research Specialist II
35. Attorney I-V

REGIONAL OFFICE POSITIONS

Non-Teaching Personnel

1. Medical Officer IV
2. Dentist III
3. Attorney II-III
4. Accountant II-III
5. Chief AO-Administrative Office
6. Chief AO-Budget & finance
7. Administrative Officer I-V
8. Nutrition-Dietitian II-I
9. Regional Education Program Supervisor II-III
10. Senior Education Program Specialist
11. Education Program Specialist I-II
12. Librarian
13. Teaching Aide Specialist
14. Nurse
15. Senior Administrative Assistant I
16. Administrative Assistant I-IV
17. Administrative Aide I-VI
18. Security Guard I
19. Driver I-II
20. Utility

DIVISION OFFICE POSITIONS

Non-Teaching Personnel

1. Medical Officer III
2. Administrative Officer V
3. Dentist II
4. Accountant II
5. Guidance Coordinator III (Division)
6. Administrative Officer I-IV
7. Nurse II
8. Librarian I-III
9. School Librarian I
10. Administrative Assistant I-V
11. Disbursing Officer I
12. Dental Aide
13. Administrative Aide I-VI
14. Driver I
15. Security Guard I-II
16. Watchman I-II
17. Farm Worker
18. Division Education Program Supervisor I
19. Public Schools District Supervisor (PSDS)
20. Guidance Coordinator I-III
21. Librarian I-III
22. Division Planning Officer

SCHOOL LEVEL POSITIONS

1. School Nurse
2. Senior Bookkeeper
3. Cashier/Disbursing Officer
4. Supply Officer/Property Custodian
5. Administrative Officer II
6. Administrative Assistant
7. Administrative Aide
8. Security Guard/Watchman

