




DepEd MEMORANDUM  
No. **23**, s. 2011

JAN 26 2011

**VERIFICATION OF THE ACTUAL NUMBER OF DEPED NON-TEACHING PERSONNEL  
IN ALL OFFICES AND VALIDATION OF DEPED-NATIONAL  
EMPLOYEES UNION MEMBERS**

To: Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. The Department of Education–National Employees’ Union (DepEd-NEU) has submitted a **Petition for Voluntary Recognition** to authorize this Union to be the sole and exclusive collective negotiation agent for all DepEd non-teaching personnel nationwide.
2. A representation of 50% plus one among the total number of actual DepEd non-teaching personnel is a critical requirement under Executive Order No. 180 entitled, *“Providing Guidelines for the Exercise of the Right to Organize of Government Employees, Creating A Public Sector Labor-management Council”* as one of the bases for the petition.
3. All Administrative Offices (AOs) or Human Resource Management Officers (HRMOs) in all DepEd offices are requested to comply the following:
  - a. prepare a certification (see enclosed format) on the total warm bodies or actual number of non-teaching personnel in their respective areas of jurisdiction. Regional Offices shall prepare a consolidated regional summary certification, while division offices shall prepare a consolidated certification to include all non teaching personnel from public elementary and secondary schools under their jurisdictions; and
  - b. validate the accuracy and veracity of the rosters of DepEd-NEU members by putting a check beside confirmed member’s name. The list of DepEd-NEU members can be downloaded at [www.depedneu.wordpress.com.ph](http://www.depedneu.wordpress.com.ph).
4. The certification and validated DepEd-NEU members’ rosters shall be forwarded to and signed by the respective regional director and schools division/city superintendents or the authorized official.
5. All duly signed certifications and validated DepEd-NEU members’ rosters shall be transmitted directly to the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City not later than **February 15, 2011**, copy furnished Atty. Domingo B. Alidon, Legal Division, DepEd Central Office.
6. The costs for transmission of these certifications and rosters shall be chargeable to local funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

  
**YOLANDA S. QUIJANO**  
Undersecretary  
Officer-in-Charge



Encl.:

As stated

Reference:

N o n e

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

BUREAUS & OFFICES  
EMPLOYEES

Madel: DepEd-NEU Final  
1-21-11

**Enclosure to DepEd Memorandum No. 23, s. 2011**

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepED Complex, Meralco Avenue, Pasig City

**CERTIFICATION**

I hereby certify that Region/Division of \_\_\_\_\_, has a total number of non-teaching personnel (warm bodies) \_\_\_\_\_.  
*(figure or in words)*

This certification is issued upon request of **Atty. ALBERTO T. MUYOT**, Undersecretary for Legal Affairs relative to the application of the DepEd National Employees Union (DepED-NEU) to be recognized as the sole collective negotiating agent of DepED non-teaching personnel.

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SDS/ASDS/Administrative Officers/HRMO