



Republic of the Philippines  
**Department of Education**

---

04 NOV 2015

DepEd MEMORANDUM  
No. **132**, s. 2015

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


To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
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 **Ninth National Congress and Seminar-Workshop** with the theme *DepEd-NEU: A Stronger Union Transcending K to 12 and ASEAN Integration Challenges and Opportunities* from November 24 to 26, 2015 at the Baguio Teachers Camp (BTC), Baguio City.

2. The Congress aims to:

- a. provide the participants with an overview of the educational reforms, challenges and prospects which the Association of South East Asian Nations (ASEAN) faces as the ASEAN community looms into existence by the end of 2015;
- b. enable them to appreciate the role and significance of public sector unionism in the protection, development, education, advancement and advocacy of government workers' rights, benefits and privileges, as well as their responsibilities as employees of the Department as they face the ASEAN integration;
- c. develop policy guidelines and activities for the nonacademic rank-and-file DepEd employees for a more intensive and meaningful implementation of DepEd-NEU Collective Negotiation Agreement (CNA);
- d. strengthen DepEd-NEU's representation and participation in committees, programs and projects of the Department, at the central, regional, schools division, and school levels, which are essential to the delivery of quality public service and agency performance;
- e. include a social dialogue program in order to build a more harmonious relationship with DepEd management for the improvement of the welfare and benefits of rank-and-file employees; and
- f. assist them on issues concerning employees general welfare, rights, benefits and privileges.

3. The following are the topics/issues to be discussed during the Congress:
  - a. ASEAN Integration;
  - b. CNA issues and concerns;
  - c. Rationalization Program issues and concerns; and
  - d. Other employees' welfare and benefits (Phil-Health, Pag-Ibig, GSIS, among others).
4. Participants to this activity are all nonacademic rank-and-file of the DepEd employees whose plantilla positions are listed in the Enclosure No. 1 of the CNA, including Information and Communications Technology (ICT) personnel, planning officers, medical personnel, bookkeepers, disbursing officers in all implementing schools and all members of National Executive Committee, National Board of Trustees, Regional and Schools Division Chapter Officers. Attendance of the participants shall be **on official business**.
5. A registration fee of Three Thousand Nine Hundred Pesos (P 3,900.00) shall be charged to each participant to cover expenses for the kits, board and lodging, honoraria of resource persons and facilitators, and other incidental expenses charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. The members of the different working committees, Regional Chapter Presidents and National Executive Committee shall be considered as participants and shall pay their registration fee. They are authorized to travel two days before the Congress for the necessary preparations. Arrival and registration of participants shall be in the afternoon of **November 23, 2015**. The first meal shall be afternoon snacks of the same day, and the last meal shall be afternoon snacks of **November 26, 2015**.
7. Confirmation of attendance using the form provided in Enclosure No. 2 must be sent through fax or email to the following:
  - **Mr. Efren L. Alcera**  
Region V Chapter President  
Mobile Phone No.: 0926-693-6741  
Telefax No.: (02) 636-3549  
Email Address: e1772@yahoo.com
  - **Ms. Elizabeth Bermoy**  
Telephone No.: (02) 633-7247  
Telefax No.: (02) 637-1241  
Email Address: bethgbermoy@gmail.com
  - **Mr. Manny Belonio**  
Telefax No.: (02) 636-3549  
Email Address: manny.belonio@yahoo.com.ph
8. For more information, all concerned may contact **Mr. Fidel A. Salosagcol**, Central Office Chapter President at mobile phone no. 0927-288-1010 or the abovementioned contact persons.
9. Immediate dissemination of this Memorandum is desired.



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

## "ANNEX A"

### 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. Stationer 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
- 

9<sup>th</sup> DepEd NATIONAL EMPLOYEES' UNION (DepEd NEU) NATIONAL  
CONGRESS AND SEMINAR-WORKSHOP  
Baguio Teacher's Camp, Baguio City  
November 24-26, 2015

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

**CONFIRMATION OF ATTENDANCE**

Region/Division/School: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

TELEPHONE NO/S.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

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

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