



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

September 4, 2023

DIVISION MEMORANDUM
NO. 0404 s. 2023

**2023 CLUSTERED ASSEMBLIES ON RESPONSIBLE PUBLIC SECTOR
UNIONISM OF THE DEPARTMENT OF EDUCATION NATIONAL
EMPLOYEES UNION**

TO: ALL NON-TEACHING PERSONNEL
All Concerned Personnel

1. Pursuant to DepED Memorandum No. 004, s. 2023 on the 2023 Clustered Assemblies on Responsible Public Sector Unionism of the Department of Education National Employees' Union with the theme "*DepED-NEU: Matatag na Katuwang ng Edukasyon*" on September 21-23, 2023 at Mezzo Hotel, Cebu City.
2. All **Rank-and-File Non-Teaching Personnel** are encouraged to attend the above-mentioned activity.
3. A registration fee of Five Thousand Nine Hundred Fifty Pesos (P5,950.00) shall be charged to each participant. Registration and travelling expenses shall be charged to MOOE/School/Local Funds subject to the usual accounting and auditing rules and regulations.
4. Interested Rank-and-File Non-Teaching Personnel in the Field Offices shall submit letter request to the Schools Division Superintendent to attend the said assembly and attached therewith is the Certification of availability of funds to cover the travelling expenses and registration from the School Head of their assigned Stations and indorsed the same to this Office (c/o Guy G. Aranjuez-DepEDNEU Bohol Chapter President) on or before September 11, 2023. Failure to submit indorsements on the said date will not be given travel order.
5. Immediate dissemination and compliance of this Memorandum to all concerned is directed.

EVANGEL M. LUMINARIAS, PhD, CESO V
Schools Division Superintendent

Encl: DepED Memo.004, s. 2023





Republic of the Philippines
Department of Education

JUL 18 2023

MEMORANDUM
No. **004**, s. 2023

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
DepEd-NEU Officers and Members
All Others Concerned

**2023 CLUSTERED ASSEMBLIES ON RESPONSIBLE PUBLIC SECTOR UNIONISM
OF THE DEPARTMENT OF EDUCATION-NATIONAL
EMPLOYEES' UNION**

1. Pursuant to Article IV, Sections 1-3 of the 2021 Collective Negotiation Agreement between the Department of Education Management and the Department of Education-National Employees' Union (DepEd-NEU), and to ensure support of union members to the Department's *MATATAG* agenda, DepEd-NEU will conduct a series of **Clustered Assemblies on Public Sector Unionism** with the theme, DepEd NEU: *Matatag na Katuwang ng Kagawaran ng Edukasyon*, on the following dates and respective venues:

Cluster	Date	Venue
Mindanao Regions IX, X, XI, XII, XIII, and BARMM	August 16-18, 2023	To be announced (within Mindanao)
Visayas Regions VI, VII, and VIII	September 20-22, 2023	Cebu City
Luzon Batch 1 Regions I, II, III, CAR, and NCR	October 11-13, 2023	Baguio Teachers Camp
Luzon Batch 2 Central Office, Regions IV-A (CALABARZON), IV-B (MIMAROPA), and V	October 25-27, 2023	Great Eastern Hotel, Quezon City

2. The Clustered Assemblies aim to
- provide participants with an in-depth overview of Responsible Public Sector Unionism,
 - strengthen the Management-Union relationship toward the realization of the *MATATAG* agenda of the Department and embedding a Culture of Peace in the curriculum,

- c. raise awareness among the rank-and-file nonteaching employees about their role in supporting initiatives and better facilitate processes to ensure effective and efficient implementation of the *MATATAG* agenda, and
 - d. determine or identify Management-Union issues and concerns and find ways to resolve the same.
3. Participants in this activity are the following:
 - a. Nonteaching rank-and-file employees of DepEd in the Central, regional, division, and school levels occupying positions listed in the enclosure;
 - b. Members of the DepEd-NEU National Board of Trustees (NBOT),
 - c. DepEd-NEU National Executive Officers (NEO);
 - d. DepEd-NEU Chapter Executive Officers at the regional, division, and school levels; and
 - e. Chairpersons and members of the DepEd-NEU Secretariat and Steering Committees.
4. Attendance to these clustered assemblies shall be **on official business**.
5. A registration fee of Five Thousand Nine Hundred Fifty Pesos (P5,950.00) shall be charged to each participant to cover expenses for supplies and materials, board and lodging, honoraria, travel, and incidental expenses of resource persons and facilitators.
6. Participants' registration fees and travel expenses shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.
7. Members of the NBOT, NEO, and the different working committees are considered participants and are required to pay the registration fee. They are authorized to travel two days prior to the start of the activity for the necessary preparations.
8. Arrival and registration of participants shall be in the morning of Day 1 of each clustered assembly. The first meal to be served shall be lunch on Day 1, while the last meal to be served shall be lunch on the last day of the assembly.
9. Confirmation of attendance shall be made through the corresponding links provided below.

Cluster	Link
Mindanao	https://forms.gle/GpbZHkFiX4goiSvx6
Visayas	https://forms.gle/Fs6XNkaeaWMYJZxw5
Luzon-Batch 1	https://forms.gle/zAF3WCmXkRsZroBdA
Luzon-Batch 2	https://forms.gle/3qYMBxCdSfhmi8ur7

Registration shall commence immediately upon issuance of this Memorandum and close one day before the start of the respective clustered assembly.

10. Payment of registration fee through cash, check, or LDDAP-ADA may be deposited to the DepEd-NEU National Account at the Land Bank of the Philippines under Account Name: DEPED NATIONAL EMPLOYEES UNION with Account No.: 3341-085-94.

11. For more information, please contact Mr. Efren L. Alcera, DepEd-NEU Secretary-General through email at depedneusecretarygeneral@gmail.com or at mobile phone number 0926-692-6741.

12. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GLORIA JUMAMIL-MERCADO
Undersecretary

Encl.:
As stated

JDMC/APA/MPC, MLA 2023 Clustered Assemblies DepEd-NEU
0440 - July 17, 2023



**LIST OF POSITIONS OF EMPLOYEES WHO ARE
AUTHORIZED TO ATTEND THE 2023 CLUSTERED
ASSEMBLIES OF THE DEPED NEU**

Page 1 of 6 pages



- 1 . Accountant I
- 2 . Accountant II
- 3 . Accountant III
- 4 . Accountant IV
- 5 . Accounting Analyst
- 6 . Accounting Clerk II
- 7 . Administrative Aide I
- 8 . Administrative Aide II
- 9 . Administrative Aide III
- 10 . Administrative Aide IV
- 11 . Administrative Aide V
- 12 . Administrative Aide VI
- 13 . Administrative Assistant I
- 14 . Administrative Assistant II
- 15 . Administrative Assistant III
- 16 . Administrative Assistant IV
- 17 . Administrative Assistant V
- 18 . Administrative Assistant VI
- 19 . Administrative Officer I
- 20 . Administrative Officer II
- 21 . Administrative Officer III
- 22 . Administrative Officer IV
- 23 . Administrative Officer V
- 24 . Agriculturist I
- 25 . Agriculturist II
- 26 . Aquacultural Technician I
- 27 . Aquaculturist I
- 28 . Architect II
- 29 . Architect III
- 30 . Artist-Illustrator II
- 31 . Assistant Schools Division Superintendent
- 32 . Assistant Teachers Camp Superintendent
- 33 . Attorney I
- 34 . Attorney II
- 35 . Attorney III
- 36 . Attorney IV
- 37 . Attorney V
- 38 . Board Secretary II
- 39 . Bookkeeper
- 40 . Cash Clerk I
- 41 . Cashier I

- 42 . Cashier II
- 43 . Chief Accountant
- 44 . Chief Administrative Officer
- 45 . Chief Education Program Specialist
- 46 . Chief Education Supervisor
- 47 . Chief Health Program Officer
- 48 . Cinematographer I
- 49 . Clerk I
- 50 . Clerk II
- 51 . Clerk III
- 52 . Computer File Librarian I
- 53 . Computer File Librarian II
- 54 . Computer Maintenance Technologist I
- 55 . Computer Maintenance Technologist III
- 56 . Computer Programmer II
- 57 . Computer Programmer III
- 58 . Construction and Maintenance Man
- 59 . Cook I
- 60 . Copy Reader
- 61 . Coxswain
- 62 . Crafts Education Demonstrator I
- 63 . Crafts Education Demonstrator II
- 64 . Creative Arts Specialist I
- 65 . Creative Arts Specialist II
- 66 . Dental Aide
- 67 . Dentist I
- 68 . Dentist II
- 69 . Dentist III
- 70 . Department Assistant Secretary
- 71 . Department Legislative Liaison Specialist
- 72 . Department Secretary
- 73 . Department Undersecretary
- 74 . Director II
- 75 . Director III
- 76 . Director IV
- 77 . Disbursing Officer I
- 78 . Disbursing Officer II
- 79 . Dormitory Manager I
- 80 . Dormitory Manager II
- 81 . Dormitory Manager IV
- 82 . Draftsman I
- 83 . Draftsmant II
- 84 . Driver I

- 85 . Education Program Specialist I
- 86 . Education Program Specialist II
- 87 . Education Program Supervisor
- 88 . Education Research Assistant II
- 89 . Engineer I
- 90 . Engineer II
- 91 . Engineer III
- 92 . Engineer IV
- 93 . Engineer V
- 94 . Executive Assistant I
- 95 . Executive Assistant II
- 96 . Executive Assistant III
- 97 . Executive Assistant IV
- 98 . Executive Assistant V
- 99 . Executive Director II
- 100 . Farm Worker I
- 101 . Fisherman
- 102 . Guesthouse Caretaker
- 103 . Guidance Coordinator I
- 104 . Guidance Coordinator II
- 105 . Guidance Coordinator III
- 106 . Guidance Councilor I
- 107 . Guidance Councilor II
- 108 . Guidance Councilor III
- 109 . Guidance Services Specialist I
- 110 . Guidance Services Specialist II
- 111 . Handicraft Worker I
- 112 . Handicraft Worker II
- 113 . Head Executive Assistant
- 114 . Health Education and Promotion Officer I
- 115 . Health Education and Promotion Officer II
- 116 . Health Education and Promotion Officer III
- 117 . Heavy Equipment Operator I
- 118 . Houseparent I
- 119 . Human Resource Management I
- 120 . Human Resource Management II
- 121 . Information Systems Analyst II
- 122 . Information Systems Analyst III
- 123 . Information Systems Researcher III
- 124 . Information Technology Officer I
- 125 . Information Technology Officer II
- 126 . Information Technology Officer III
- 127 . Internal Auditing Assistant

- 128 . Internal Auditor I
- 129 . Internal Auditor II
- 130 . Internal Auditor III
- 131 . Internal Auditor IV
- 132 . Internal Auditor V
- 133 . Laboratory Technician I
- 134 . Legal Aide
- 135 . Legal Assistant I
- 136 . Legal Assistant II
- 137 . Librarian I
- 138 . Librarian II
- 139 . Librarian III
- 140 . Light Equipment Operator
- 141 . Marine Engineman I
- 142 . Master Fisherman I
- 143 . Mechanic I
- 144 . Mechanic II
- 145 . Mechanical Plant Operator I
- 146 . Medical Officer II
- 147 . Medical Officer III
- 148 . Medical Officer IV
- 149 . Metal Worker I
- 150 . Nurse I
- 151 . Nurse II
- 152 . Nurse Maid I
- 153 . Nursing Attendant I
- 154 . Nutritionist-Dietitian I
- 155 . Nutritionist-Dietitian II
- 156 . Nutritionist-Dietitian III
- 157 . Photoengraver II
- 158 . Planning Officer I
- 159 . Planning Officer II
- 160 . Planning Officer III
- 161 . Planning Officer IV
- 162 . Planning Officer V
- 163 . Printing Foreman
- 164 . Project Development Assistant
- 165 . Project Development Officer I
- 166 . Project Development Officer II
- 167 . Project Development Officer III
- 168 . Project Development Officer IV
- 169 . Project Development Officer V

- 170 . Project Evaluation Officer IV
- 171 . Proofreader I
- 172 . Proofreader II
- 173 . Psychologist I
- 174 . Public Schools District Supervisor
- 175 . Publication Production Supervisor
- 176 . Records Officer II
- 177 . Registrar II
- 178 . Reproduction Machine Operator I
- 179 . School Farm Demonstrator
- 180 . School Farming Coordinator I
- 181 . School Farming Coordinator II
- 182 . School Farming Coordinator III
- 183 . Schools Division Superintendent
- 184 . School Librarian I
- 185 . School Librarian II
- 186 . School Librarian III
- 187 . Science Research Assistant
- 188 . Science Research Specialist II
- 189 . Science Research Technician I
- 190 . Science Research Technician II
- 191 . Science Research Technician III
- 192 . Science Research Technician IV
- 193 . Scriptwriter I
- 194 . Security Guard I
- 195 . Security Guard II
- 196 . Security Guard III
- 197 . Security Officer I
- 198 . Senior Administrative Assistant I
- 199 . Senior Administrative Assistant II
- 200 . Senior Administrative Assistant III
- 201 . Senior Administrative Assistant V
- 202 . Senior Bookkeeper
- 203 . Senior Education Program Specialist
- 204 . Senior Health Program Office
- 205 . Senior Science Research Specialist
- 206 . Social Welfare Officer I
- 207 . Special Investigator II
- 208 . Special Investigator III
- 209 . Statistician Aide
- 210 . Statistician I
- 211 . Statistician II
- 212 . Statistician III

- 213 . Supervising Administrative Officer
- 214 . Supervising Education Program Specialist
- 215 . Supervising Health Program Officer
- 216 . Supply Officer I
- 217 . Supply Officer II
- 218 . Teacher Credentials Evaluator I
- 219 . Teacher Credentials Evaluator II
- 220 . Teacher Credentials Evaluator III
- 221 . Teachers' Camp Superintendent
- 222 . Teaching-Aids Specialist
- 223 . Technical Education and Skills Development Analyst
- 224 . Typesetter II
- 225 . Utility Foreman
- 226 . Utility Worker
- 227 . Vocational Instruction Supervisor I
- 228 . Vocational Instruction Supervisor II
- 229 . Vocational Instruction Supervisor III
- 230 . Vocational Placement Coordinator
- 231 . Vocational School Superintendent
- 232 . Warehouseman III
- 233 . Watchman I
- 234 . Watchman II