



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS, Manila
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

November 6, 2023

DIVISION MEMORANDUM
NO. 0489 s. 2023

**INVITATION TO THE 15TH NATIONAL CONGRESS AND SEMINAR-
WORKSHOP ORGANIZED BY THE DEPARTMENT OF EDUCATION –
NATIONAL EMPLOYEES' UNION (DEPED NEU)**

TO: ALL NON-TEACHING PERSONNEL
All Concerned Personnel

1. Pursuant to DepED Memorandum DM-OUHROD-2023-1606, Invitation to the 15th National Congress and Seminar-Workshop Organized by the Department of Education – National Employees' Union with the theme "*Bayanihan sa Pagtataguyod ng MATATAG Agenda: Para sa mga Batang Makabansa at Bansang Makabata*".
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 travel 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 November 13, 2023 for the preparation of a Travel Order. Failure to submit requests on the said date will not be given travel order.



Address: 0050 Lino Chatto Drive Barangay Cogon
Tagbilaran City, Bohol

Telephone No.: (038) 411-2544

Email Address: deped.bohol@deped.gov.ph





Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS, Manila
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

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.DM-OUHROD-2023-1606



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Department of Education
NATIONAL EMPLOYEES' UNION
 3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
 Email Address: depedneupresident@gmail.com
 Telefax: (02) 8636-3549
 DOLE-CSC Registration No. 1737
 Accreditation No. 862



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NATIONAL EXECUTIVE OFFICERS

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 National President
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 Interim Board Secretary

ADVISORY

This advisory is issued in reference to the Memorandum DM-OUHROD 2023-1606 dated 12 October 2023 relative to the upcoming 15th National Congress and Seminar-Workshop of the Department of Education – National Employees Union scheduled from November 29 to December 1, 2023, at the Crown Legacy Hotel, Kisad Road, Baguio City with the theme “*Bayanihan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at Bansang Makabata*”. Paragraph 2 of the said memorandum states that for further details, see the attached communication from DepEd NEU.

Thus, it is informed that a registration fee of Five Thousand Nine Hundred Fifty Pesos (P 5,950.00) shall be charged to each participant to defray expenses on accommodation, certificates, honoraria of resource speakers, supplies, and other related expenses.

The Registration Fee, travel, and incidental expenses of the participants shall be charged against local funds such as but not limited to Regional/Division/School Maintenance and Other Operating Expenses (MOOE), and or Special Education Fund (SEF), and other possible legitimate sources subject to the usual accounting and auditing rules and regulations.

Participants to this activity are the following:

- a. Non-teaching rank and file employees of DepEd in the central, regional, division and school levels occupying positions listed in Enclosure No. 1;
- b. Officers 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.

Members of the NBOT, NEO and the different working committees are considered participants and shall be required to pay the registration fee. They are authorized to travel two days prior to the start of the activity for the necessary preparations.

Arrival and registration of participants shall be in the morning of Day 1 (November 29, 2023). The first meal to be served shall be lunch on the Day 1, while the last meal to be served shall be lunch on the last day of (December 1, 2023) of the congress.

Online Confirmation of attendance shall be made through (https://docs.google.com/forms/d/e/1FAIpQLSddaNjttSqt37dhbrJAcqq4Y1nKK5QsW0iMuoLQW_u2Ysh2aQ/viewform). Please visit the DepEd NEU Facebook Page to readily access this link.

For information and guidance of all concerned.


ATTY. DOMINGO B. ALIDON
 National President



Republika ng Pilipinas


Department of Education

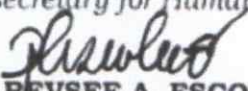
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1606

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **INVITATION TO THE 15TH NATIONAL CONGRESS AND SEMINAR-
WORKSHOP ORGANIZED BY THE DEPARTMENT OF EDUCATION -
NATIONAL EMPLOYEES' UNION (DEPED-NEU)**

DATE : 12 October 2023

The **Department of Education - National Employees' Union (DepEd-NEU)** will hold the 15th National Congress and Seminar-Workshop from November 29 to December 01, 2023, at the Crown Legacy Hotel, Kisda Road, Baguio City with the theme "Bayanihan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at Bansang Makabata".

The congress aims to: (1) provide participants with an in-depth overview of the DepEd's MATATAG Agenda; (2) raise awareness among DepEd NEU officers and members on how they can proactively participate in the effective delivery of the various components of the MATATAG Agenda; (3) develop, propose and adopt appropriate programs and activities for DepEd non-teaching rank-and-file personnel to support DepEd's MATATAG Agenda and the MATATAG K-10 Curriculum; (4) address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel; and (5) update DepEd NEU officers and members on the current status of the implementation of the 2021 Collective Negotiation Agreement and lay-down action plans to facilitate its full implementation (*see attached communication from DepEd NEU for further details*).

Eligible participants indicated in the provided list of DepEd NEU may opt to attend the said activity provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds shall be subject to the approval of their respective approving authorities. The same is also contingent upon its availability, and adherence to the usual accounting and auditing rules and regulations.

Should you have further inquiries, please email DepEd NEU at depedneusecretarygeneral@gmail.com.

IBHROD-EWD/Quetada

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZE TO
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR
WORKSHOP 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

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZE TO
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR
WORKSHOP OF THE DEPED NEU**

Page 2 of 6 pages

- 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 . Draftsman II
- 84 . Driver I

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZE TO
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR
WORKSHOP OF THE DEPED NEU**

Page 3 of 6 pages

- 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

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZE TO
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR
WORKSHOP OF THE DEPED NEU**

Page 4 of 6 pages

- 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

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZE TO
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR
WORKSHOP OF THE DEPED NEU**

Page 5 of 6 pages

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

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZE TO
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR
WORKSHOP OF THE DEPED NEU**

Page 6 of 6 pages

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

**15TH NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES' UNION**

Crown Legacy Hotel, Kisad Road, Baguio City

**Theme: "Bayanihan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at
Bansang Makabata"**

Indicative Program of Activities

Day 1 (November 29, 2023 – Tuesday)

7:00-11:30 AM Arrival and Registration of Participants and Guests

1:30 PM Onwards Opening of the 15th National Congress

- Entrance of Colors
Baguio City National High School Cadets
- Opening of the Congress/Call to Order
Johnny G. Balawag - Chairman, NBOT DepEd NEU
- Invocation (Interfaith)
- National Anthem
- Presentation of Participants and Guests
Efren Li. Alcera - Secretary-General, DepEd NEU
- Declaration of Quorum and Suspension of Congress
Johnny G. Balawag - Chairman, NBOT DepEd NEU

Opening Ceremonies

- Welcome Remarks
City Schools Division Superintendent or Regional Director
- Introduction of the Keynote Speaker
Johnny G. Balawag - NBOT Chairman
- Keynote Address
Atty. Michael Wesley T. Poa
Undersecretary and Chief of Staff
- State of the Union Address
Atty. Domingo B. Alidon - National President, DepEd NEU
- Awarding of Certificates of Appreciation
Johnny G. Balawag - NBOT Chairman
Atty. Domingo B. Alidon - National President, DepEd NEU

Session 1: Core Values Formation
by Leonardo "Ka Leny" Manalo – Consultant, NAPC

Session 2: Business Hour

Day 2 (November 30, 2023 - Wednesday)

AM Resumption of Congress

7:30-8:00AM Management of Learning – Selected Participants

**8:00-9:30AM Session 3: Compensation and Benefits of Non-Teaching Personnel including
Granting of Service Credits**
by Director Mario M. Bermudez, BHRD

Open Forum

**9:30-11:00AM Session 4: Ideal Contents of Learning Resources in the MATATAG Agenda
that Could Be Contributed by Non-Teaching Personnel**
by Undersecretary Gina O. Gonong, Curriculum and Teaching

Open Forum

PM

1:00-1:30PM Management of Learning – Selected Participants

1:30-3:00PM **Session 5:** Strengthening Inclusive Education
by Director Leila Areola, Bureau of Learning Delivery

Open Forum

3:30-5:00PM **Session 6:** Alternative Learning System: Lifelong Learning
by Director Marilette R. Almayda, Bureau of Alternative Education

Open Forum

Declaration of Recess

7:30PM Onwards **Solidarity Night**

Day 3 (December 1, 2023 - Thursday)

AM **Resumption of Congress**

7:30-8:00 AM Management of Learning – Selected Participants

8:00-9:30 AM **Session 7:** Overview of the K-10 Curriculum
by Director Jocelyn D.R. Andaya, Bureau of Curriculum Development

Open Forum

9:30-11:00 AM **Session 8:** The Amended Constitution and By-Laws of the DepEd NEU and
Significant Provisions of the 2021 CNA
by Atty. Jose B. Giubone, National Auditor, DepEd NEU

11:00AM-12:00NN **Session 9:** Alternative Dispute Resolution: Key to Harmonious Relationship
by Atty. Domingo B. Alidon – National President, DepEd NEU

Open Forum

1:00-1:30 PM Management of Learning – Selected Participants

1:30PM Onwards **Closing Ceremonies**

Closing Remarks
Awarding of Certificates of Appearance and Participation
Adjournment of the Congress

Master of Ceremonies – Jason Del Rosario