



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

Office of the Schools Division Superintendent

November 11, 2025

DIVISION MEMORANDUM

No. 778 s. 2025

**ANNOUNCEMENT OF THE CONDUCT OF THE “17<sup>TH</sup> NATIONAL CONGRESS  
AND SEMINAR-WORKSHOP OF THE DEPARTMENT OF EDUCATION-  
NATIONAL EMPLOYEES UNION (DEPED NEU)” FROM NOVEMBER 26-28, 2025,  
IN BAGUIO CITY AND REGULATIONS FOR PARTICIPATION**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
School Heads  
Non-Teaching Personnel  
DepEd NEU Officers and Members  
All Implementing Unit Schools (IUS)

1. This announcement is pursuant to Memorandum DM-OUHROD-2025-2894 from the Office of the Undersecretary, Human Resource and Organizational Development signed by Usec. Atty. Fatima Lipp D. Panontongan and Usec. Wilfredo E. Cabral dated October 17, 2025. Copy of the above-cited memorandum is attached for your reference.

2. In line with the forthcoming 17<sup>th</sup> National Congress and Seminar-Workshop of the Department of Education- National Employees’ Union (DepEd NEU) from November 26-28, 2025 at Crown Legacy Hotel, Kisad Road, Baguio City, the following regulations are hereby established:

a. Participation in the National Congress is limited to active members of the DepEd NEU, with each Implementing Unit Schools allotted 1 or 2 Non-Teaching Personnel as representative, provided it is approved by the school head and the bookkeeper for availability of funds.

b. A total of eight (8) slots are specifically allocated for the Officers of DepEd NEU Bohol Chapter and Division Office-based personnel.

c. Registration fees and travel expenses shall be charged to respective school MOOE or any available local funds subject to the usual accounting and auditing rules and regulations.



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,  
Tagbilaran City, Bohol  
Telephone No.: (038) 411-2544  
email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)  
[www.depedbohol.org](http://www.depedbohol.org)



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

3. To facilitate coordination and the preparation of necessary travel documents (Authority to Travel), interested participants from IUS must submit their Letter of Intent addressed to Dr. Fay C. Luarez, CESO VI, Schools Division Superintendent, (Attn: Fermin M. Albutra, Admin Officer V), on or before November 14, 2025.
4. All attendees of the aforementioned National Congress are required to conduct a re-echoing session to share the key discussions and outcomes with colleagues who were unable to attend. These re-echoing sessions will be organized by Cluster District to ensure comprehensive dissemination of information. An Accomplishment Report must also be submitted to the Office of the Schools Division Superintendent following the re-echo activity.
5. These stipulations are enacted to regulate the number of participants and effectively manage the financial implications associated with this event.
6. For guidance and widest dissemination.

*FT*  
**FAY C. LUAREZ EdD, PhD. TM, CESO VI**  
Schools Division Superintendent *FS*

*fermin*  
**FERMIN M. ALBUTRA**  
Administrative Officer V  
DepEd - Bohol



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-2894

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

FROM : **Atty. FATIMA LIPP D. PANONTONGAN**  
*Undersecretary and Chief of Staff*

**WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and  
Organizational Development*

SUBJECT : **INVITATION TO THE 17TH NATIONAL CONGRESS AND  
SEMINAR-WORKSHOP OF THE DEPARTMENT OF EDUCATION  
NATIONAL EMPLOYEES' UNION (DEPED-NEU)**

DATE : 17 October 2025

The Department of Education - National Employees' Union (DepEd-NEU) will hold its **17th National Congress and Seminar-Workshop** with the theme: "*Makamit ang Pangarap: Sama-sama tungo sa Dekalidad na Edukasyon*" on **November 26-28, 2025** (exclusive of travel time), at **Crown Legacy Hotel, Kisad Road, Baguio City**

The Congress aims to:

- provide participants with an in-depth overview of DepEd's thrusts, priorities, and policies;
- enhance awareness among DepEd NEU officers and members of their role in improving the teaching-learning process;
- capacitate the DepEd NEU Chapters to develop, propose, and implement projects and activities that support DepEd's thrusts and priorities; and
- address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel by providing a platform to engage in collaborative problem-solving and knowledge sharing and facilitating discussions on best practices and innovative solutions to cultivate a culture of continuous improvement and professional growth among DepEd NEU members.

DepEd-NEU members and interested DepEd employees and officials may opt to attend the said activity on **Official Business**, provided that their participation shall be subject to the following conditions:

- compliance with the applicable provisions of DepEd Order No. 046, s. 2022 titled the Amendment to DepEd Order No. 43, s. 2022 (*Omnibus Travel Guidelines for All Personnel of the Department of Education*) and Other Appropriate Orders and Guidelines on Travel;
- secure approval from respective authorities;
- participation shall not interfere with regular functions and responsibilities; and
- use of DepEd funds strictly adheres to the usual budgeting, accounting, and auditing rules and regulations.

For more details, please see the attached communication from the DepEd-NEU or contact **Mr. Efren Li. Alcera**, DepEd-NEU Secretary-General, through email at [depedneusecretarygeneral@gmail.com](mailto:depedneusecretarygeneral@gmail.com) or at mobile number 0905-206-8602.

Copy furnished:  
**OFFICE OF THE SECRETARY**  
 osec@deped.gov.ph

Confirmation of attendance shall be made at the DepEd NEU Facebook Page through this link: <https://forms.gle/ENvue8sGJpZtAQiu9>

A registration fee of **Six Thousand Nine Hundred Fifty Pesos (PhP6,950.00)** is required per participant to cover expenses for food, lodging, kits, honoraria of resource persons and facilitators, and other incidental expenses. The registration fee may be paid in **cash, check, or LDDAP-ADA** to the DepEd-NEU National Account at the Land Bank of the Philippines. The account details are:

- Account Name: **DEPED NATIONAL EMPLOYEES UNION**
- Account No. : **3341-0185-94**

Note: Priority for accommodation at Crown Legacy Hotel will be given to participants who have already registered online and paid the registration fee in full.

To ensure acknowledgment of payment and issuance of official receipt, copy of the proof of deposit of payment should be sent to **gpatrickmoralesdepedneu@gmail.com**. Proof of deposit of payment must specify the name(s) of participant(s) with the following details: (region, division, district, school and gender).

Registration fee and travel expenses shall be charged against respective local funds and other fund sources, subject to the usual accounting and auditing procedures. All participants, including the members of the NBOT, NEO and various working committees, are required to pay the registration fee. Members of the NBOT, NEO and the different working committees are authorized to travel two (2) days prior to the start of the activity for the necessary preparations. Registration for the event shall begin immediately upon issuance of this Memorandum and shall close on November 24, 2025.

Participants are required to arrive and register in the morning of Day1 (November 26, 2025). The first meal to be served shall be lunch on Day1 while the last meal shall be lunch on Day 3 (November 28, 2025).

For more information, please contact Mr. Efren Ll. Alcera, DepEd NEU Secretary-General, through email at [depedneusecretarygeneral@gmail.com](mailto:depedneusecretarygeneral@gmail.com) or at mobile number 0905-206-8602.