



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

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**Office of the Schools  
Division Superintendent**

April 16, 2026

**DIVISION MEMORANDUM**  
No. 264 s, 2026

**ENROLLMENT AND MEMBERSHIP IN THE DEPED NATIONAL EMPLOYEES'  
UNION (DEPED-NEU) BOHOL CHAPTER**

Assistant Schools Division Superintendents  
SGOD Chief and OIC CID Chief  
Education Program Supervisors  
Heads of Functional Sections/Units  
Non-Teaching Personnel in School-based and SDO Proper  
All Others Concerned

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In line with the Department of Education's commitment to promote the welfare and professional growth of its human resources, this Office encourages all **Non-Teaching Personnel** within the Schools Division of Bohol to enroll as members of the **DepEd National Employees Union (DepEd-NEU) Bohol Chapter**.

The **DepEd-NEU** is the sole and exclusive collective bargaining agent for the academic rank-and-file non-teaching employees of the Department, duly accredited by the **Civil Service Commission (CSC)** with **Accreditation No. 862**. As the accredited negotiating body, the Union represents the interests of non-teaching staff in the formulation of government developmental plans and labor-management policies.

Membership in the Union is vital for the following reasons:

- To establish an updated and accurate database of official members within the Division for efficient communication and representation.
- To ensure that all eligible personnel are included in the benefits derived from the **Collective Negotiation Agreement (CNA)**, including the annual CNA Incentive and other non-economic benefits.
- To strengthen the collective voice of non-teaching personnel in negotiating for better working conditions, career advancement, and protection of employees' rights.

To streamline the process, a one-time registration fee of **₱150.00** will be deducted via the **Automatic Payroll Deduction System (APDS)** upon the approval of the applicant's Registration Form and Authority to Deduct. Additionally, a monthly membership fee of **₱150.00** will be collected through APDS. These funds will be remitted to the NEU National Office through Regional Chapter President to cover administrative costs and the issuance of the official Union ID.



Address: 0050 Lino Chatto Barangay Cogon,  
Tagbilaran City, Bohol  
Telephone No.:



➤ **Instructions and Process Flow for Membership:**

- **Step 1:** Download the membership form through the provided link: [http://url.depedbohol.org/DepEd\\_NEU\\_MembershipForm](http://url.depedbohol.org/DepEd_NEU_MembershipForm) and print 4 copies.
- **Step 2:** Fill out all required fields accurately. Ensure that the "Division code, station code and employee numbers" are correct for APDS processing.
- **Step 3:** Submit four (4) copies of your completed Registration Form and Authority to Deduct to the Central School Disbursing Officer, subject to the monitoring of the District AO II-HR.
- **Step 4:** The District Disbursing Officer shall submit the completed forms to the Bohol NEU Chapter Treasurer, **Mrs. Aian B. Dolauta (SGOD)**, or to the **Bohol NEU Secretariat (HR Office)**.
- **Step 5:** The Bohol NEU Chapter Treasurer is responsible for consolidating all applications within the division. These will be submitted to Regional NEU President Miss Ida F. Cabantan, or her designated representative, for recommendation to the NEU National President.
- **Step 6:** The NEU National President is responsible for approving and issuing NEU identification cards and notifying the regional payroll department to initiate monthly membership deductions."

Attached is the list of non-teaching positions to be considered for association membership.

For inquiries regarding membership procedures and dues, please coordinate with the Division DepEd-NEU Chapter Secretariat or the Division Administrative Office.

Immediate and wide dissemination of this Memorandum is desired.

  
**FAY C. LUAREZ Ed.D, PhD.TM, CESO VI**  
Schools Division Superintendent

## List of Positions to be a Member of NEU

- 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
- 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 Counselor I
- 107 . Guidance Counselor II
- 108 . Guidance Counselor 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



- 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  
  
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  
  
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