



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 21, 2024

**REGIONAL MEMORANDUM**

No. **578** s. 2024

**INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF THE DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES UNION**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0892 from Atty. Revsee A. Escobedo, Undersecretary for Operations, dated May 13, 2024, titled Invitation to the 2024 Clustered Assemblies of the Department of Education – National Employees Union in Mezzo Hotel, Cebu City on June 24-26, 2024.
2. Registration, travel, and other incidental expenses of the participants shall be charged against their local funds or MOOE, subject to the usual government accounting and auditing rules and regulations.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

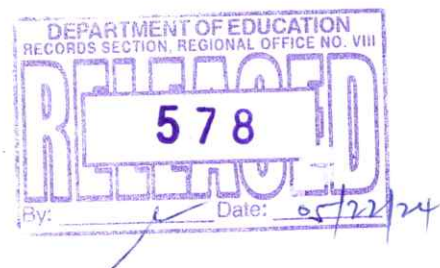
Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

ASSEMBLY                      CLUSTERED                      NEU

ESSD-SHNU-EAEC

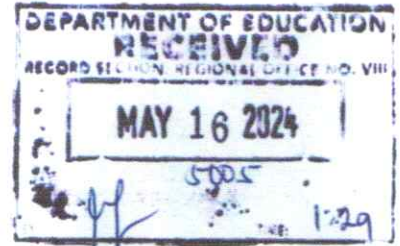




Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2024-0892**

**FOR :** **MOHAGHER M. IQBAL**  
Minister, Ministry of Basic, Higher and Technical Education  
Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

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

**FROM :** **WILFREDO E. CABRAL**  
Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**SUBJECT :** **INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF THE DEPARTMENT OF EDUCATION - NATIONAL EMPLOYEES UNION**

**DATE :** 13 May 2024

The **Department of Education - National Employees Union (DepEd-NEU)** will conduct a series of Clustered Assemblies on Public Sector Unionism with the theme: **"DepEd NEU: Katuwang ng Kagawaran ng Edukasyon sa Pagsusulong ng Edukasyong Pangkapayapaan at Pangkalahatan"** on the following indicative dates and respective venues:

Cluster	Dates	Venue
Visayas - Regions VI, VII, and VIII	June 24 - 26, 2024	Mezzo Hotel F. Cabahug cor Pres. Quezon Sts., Cebu City
Luzon - Regions I, II, III, IV-A, IV-B, V, CAR, and NCR	August 07 - 09, 2024	Great Eastern Hotel Quezon Avenue, Quezon City
Mindanao - Regions IX, X, XI, XII, XIII, and BARMM	September 18 - 20, 2024	Apo View Hotel J. Camus St., Davao City

The Clustered Assemblies aim to:

- a. raise awareness among the rank-and-file non-teaching, employees about their role in supporting initiatives and better facilitate processes to ensure effective and efficient implementation of DepEd's MATATAG Agenda and priority projects/actions under the 2024 Basic Education Report;
- b. orient DepEd NEU members about their role in the "**Yes for Peace: Bayanihan ng Bayan Campaign**";
- c. provide participants with an in-depth overview of Responsible Public Sector Unionism; and
- d. determine or identify Management-Union issues and concerns and find ways to resolve the same.

Expected participants to this activity are the following:

- a. Non-teaching rank and file employees of DepEd in the central, regional, division and school levels;
- 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.

Attendance to these clustered assemblies shall be on **Official Business**. 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.

The registration fee and travel expenses of participants shall be charged against their respective local funds, 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.

Any other expenses incurred during the Assembly in excess of the registration fee shall no longer be charged to DepEd. It is also reiterated that the participation to these clustered assemblies shall not disrupt the conduct of classes and/or operations in schools.

In addition, 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 (2) days prior to the start of the activity for the necessary preparations (*see attached communication from DepEd-NEU for further details*).

For more information, please contact **Mr. Efren Ll. Alcera**, DepEd NEU Secretary-General through email at [depedneusecretarygeneral@gmail.com](mailto:depedneusecretarygeneral@gmail.com) or mobile number 0926-692-6471.

[OUHROD/Quejada]

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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](mailto:depedneupresident@gmail.com)  
Telefax: (02) 8636-3549  
DOLE-CSC Registration No. 1737  
Accreditation No. 862



April 16, 2024

MEMORANDUM

FOR : **WILFREDO E. CABRAL, CESO III**  
OIC, Office of the Undersecretary for  
Human Resource and Organizational Development

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

FROM : **ATTY DOMINGO B. ALIDON**  
National President, DepEd NEU

SUBJECT : **2024 CLUSTERED ASSEMBLIES 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, the DepEd-NEU will conduct a series of Clustered Assemblies on Public Sector Unionism with the theme "**DepEd NEU: Katuwang ng Kagawaran ng Edukasyon sa Pagsusulong ng Edukasyong Pangkapayapaan at Pangkalahatan**" on the following indicative dates and respective venues:

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2. The Clustered Assemblies aim to:
  - a. raise awareness among the rank-and-file non-teaching employees about their role in supporting initiatives and better facilitate processes to ensure effective and efficient implementation of DepEd's MATATAG Agenda and priority projects/actions under the 2024 Basic Education Report;
  - b. orient DepEd NEU members about their role in the "Yes for Peace: Bayanihan ng Bayan Campaign";
  - c. provide participants with an in-depth overview of Responsible Public Sector Unionism; and
  - d. determine or identify Management-Union issues and concerns and find ways to resolve the same.
3. 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. 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 each participant to cover expenses for supplies and materials, board and lodging, honoraria, travel and incidental expenses of resource persons and facilitators.
6. Registration fee and travel expenses of participants shall be charged against 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 (2) days prior to the start of the activity for the necessary preparations.



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8. Arrival and registration of participants shall be in the morning of Day 1 of each cluster 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
Visayas	<a href="https://forms.gle/tEDqbVhnn1be56JA6">https://forms.gle/tEDqbVhnn1be56JA6</a>
Luzon	<a href="https://forms.gle/BPpexfV6RO4yJbQz6">https://forms.gle/BPpexfV6RO4yJbQz6</a>
Mindanao	<a href="https://forms.gle/489iNXcs97vsuR117">https://forms.gle/489iNXcs97vsuR117</a>

Registration shall commence immediately upon issuance of this Memorandum and close one (1) day before the start of the respective cluster assembly.

10. Payment of registration fee through cash, check or LDDAP-ADA may be deposited to the DepEd-NEU National Account at Land Bank of the Philippines under Account Name: DEPED NATIONAL EMPLOYEES UNION with Account No.: 3341-0185-94.
11. 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 0926-692-6741.
12. For your approval and subsequent endorsement.

Encl.: As stated

**2024 CLUSTERED ASSEMBLIES OF THE  
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES' UNION**

**Theme: "DepEd NEU: Katuwang ng Kagawaran ng Edukasyon sa Pagsusulong ng Edukasyong  
Pangkapayapaan at Pangkalahatan"**

**Indicative Program of Activities**

**Day 1**

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

**1:30 PM Onwards**    **Opening of the Cluster Assembly**

- Entrance of Colors
- Opening of the Cluster Assembly/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 the Cluster Assembly  
Johnny G. Balawag - Chairman, NBOT DepEd NEU

**Opening Ceremonies**

- *Welcome Remarks*  
Regional Director
- Introduction of the Keynote Speaker  
Johnny G. Balawag - NBOT Chairman
- Keynote Address  
Wilfredo E. Cabral – Officer-In-Charge  
Office of the Undersecretary for HROD
- 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

**Day 2**

**AM**                      **Resumption of Cluster Assembly**

**8:00-9:30AM**      **Session 1: Yes for Peace Bayanihan ng Bayan Campaign**  
by Johnny G. Balawag - NBOT Chairman

**Open Forum**

**9:30-11:00AM**    **Session 2: The DepEd Peace Education Initiative**  
by Asec Alma Ruby C. Torio, Curriculum and Teaching

**Open Forum**

**PM**

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

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

**3:30-5:00PM**      **Session 4: Alternative Learning System: Lifelong Learning**  
by Director Marilette R. Almayda, Bureau of Alternative Education

**Open Forum**

**5:00-6:30PM**      **Session 5: Business Hour**

**Declaration of Recess**

**7:30PM Onwards**   **Solidarity Night**

**Day 3**

**AM**                      **Resumption of Congress**

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

**8:00-9:30 AM**      **Session 6: Child Safety Policy of DepEd**  
by Dir. Suzette T. Gannaban-Medina, BLSS

**Open Forum**

**9:30-11:00 AM**    **Session 7: Climate Change Adaptation and Education in Emergencies**  
by Dir. Nenneth E. Alama, DRRMS

**11:00AM-12:00NN** **Session 8: The Amended Constitution and By-Laws of the DepEd NEU and**  
**Significant Provisions of the 2021 CNA**  
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**

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**LIST OF POSITIONS OF EMPLOYEES AUTHORIZED  
TO ATTEND 2024 DEPED-NEU CLUSTERED  
ASSEMBLIES**

- 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 . Draftsman II

- 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

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 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