



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

October 22, 2024

REGIONAL MEMORANDUM

No. **1325** s. 2024

**CONDUCT OF THE 16th NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES’ UNION**

To: Schools Division Superintendents
NEU Regional Executive Officers
NEU Division Chapter – Baybay City Division
NEU Division Chapter – Biliran Division
NEU Division Chapter – Borongan City Division
NEU Division Chapter – Calbayog City Division
NEU Division Chapter – Catbalogan City Division
NEU Division Chapter – Eastern Samar Division
NEU Division Chapter – Leyte Division
NEU Division Chapter – Maasin City Division
NEU Division Chapter – Northern Samar Division
NEU Division Chapter – Ormoc City Division
NEU Division Chapter – Samar Division
NEU Division Chapter – Southern Leyte Division
NEU Division Chapter – Tacloban City Division
NEU Division Chapter – Regional Office
All Non-Teaching Personnel

1. This is in connection with the attached DM-OUHROD-2024-1971, s2024 dated September 30, 2024, signed by Usec Wilfredo E. Cabral of BHRD, and Usec Revsee A. Escobedo of Operations re **Conduct of the 16th National Congress and Seminar-Workshop of the Department of Education – National Employees Union** with the theme: **“DepEd NEU: Kabalikat sa Pagsusulong ng ‘Five-Point Agenda’ ng Kagawaran ng Edukasyon”** on **November 26-28, 2024** (exclusive of travel time) at the **Crown Legacy Hotel, Kisad Road, Baguio City**.
2. The Congress and Seminar-Workshop aims to:
 - a. Provide participants with an in-depth overview of DepEd’s Five-Point Agenda;
 - b. Enhance awareness among DepEd NEU Officers and Members of their role in improving the teaching-learning process;
 - c. Empower the DepEd NEU Chapters to develop, propose, and implement projects and activities that support DepEd’s Five-Point Agenda;
 - d. Orient DepEd NEU members on their participation in the “Yes for Peace: Bayanihan ng Bayan Campaign”;
 - e. Address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel; and,
 - f. Update DepEd NEU Officers and Members on the progress of the 2021 Collective Negotiation Agreement Implementation and develop action plans to ensure its full realization.
3. Attendance to the Congress shall be on **Official Business**.
 - 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 and Members at the regional, division, and school levels, and
- e. Chairperson and Members of the DepEd NEU Secretariat and Steering Committees.

Pursuant to Article IV, Sections 3.1.a; 3.2., and 3.3.a of the 2021 CAN between the DepEd Management and the DepEd NEU, all Regional, Division, and Central Office Chapter Officers of the DepEd NEU **are required** to attend the Congress.

- 4. A registration fee of **Five Thousand Nine Hundred Fifty Pesos (P5,950.00)** shall be charged to each participant to defray expenses that include food and accommodation, certificates, honoraria of resource speakers, kits, supplies, and other related 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 registered online and paid the registration fees in full.

- 5. 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 MOOE and/or Special Education Fund and other possible legitimate source subject to the usual accounting and auditing rules and regulations. 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.

Registration for the event shall begin immediately upon issuance of this Memorandum and shall close on November 22, 2024

- 6. Arrival and registration of participants shall be in the morning of November 26, 2024. The first meal to be served shall be lunch on the same day, while the last meal to be served shall be lunch on the last day, November 28, 2024, of the Congress.
- 7. For more information, you may contact DepEd NEU Secretary-General Efren L. Alcera at 0926-692-6741 or email at depedneusecretarygeneral@gmail.com.
- 8. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: Memorandum DM-OUHROD-2024-1971
 NEU CO Advisory

References: None

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

ASSEMBLY NON-TEACHING RANK-AND-FILE

NEU RO8





Republika ng Pilipinas

Department of Education
OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-1971

TO : **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, and Office of
the Undersecretary for School Infrastructure and Facilities (SIF)


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **CONDUCT OF THE 16th NATIONAL CONGRESS AND**
SEMINAR-WORKSHOP OF THE DEPARTMENT OF
EDUCATION - NATIONAL EMPLOYEES' UNION

DATE : 30 September 2024

The Department of Education - National Employees Union (DepEd-NEU) will be convening the **16th National Congress and Seminar-Workshop from November 26 - 28 2024** (exclusive of travel time) at **Crown Legacy Hotel Kisd Road, Baguio City with the theme "DepEd NEU: Kabalik sa Pagsusulong ng Five-Point Agenda' ng Kagawaran ng Educasyon"**.

Non-teaching personnel may choose to attend the activity on Official Business, provided their participation does not interfere with their regular functions and responsibilities. Registration fees and travel expenses shall be charged to respective local funds subject to the usual accounting and auditing rules and regulations.

For more details, please see the attached communication from DepEd NEU. You may also contact Mr. Efren Ll. Alcera, DepEd NEU Secretary General through email depedneusecretarygeneral@gmail.com or at 0926-6926741.



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Department of Education
NATIONAL EMPLOYEES' UNION
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Email Address: depedneupresident@gmail.com
Telefax: (02) 8636-3549
DOLE-CSC Registration No. 1737
Accreditation No. 862



September 16, 2024

MEMORANDUM

FOR : **WILFREDO E. CABRAL, CESO III**
Regional Director
OIC-Undersecretary for Human Resource and Organizational
Development

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

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

SUBJECT : **16TH NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF
THE DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES'
UNION**

1. The Department of Education – National Employees' Union (DepEd-NEU) will hold its **16th National Congress and Seminar-Workshop** with the theme: "**DepEd NEU: Kabalikat sa Pagsusulong ng 'Five-Point Agenda' ng Kagawaran ng Edukasyon**" on **November 26-28, 2024** (exclusive of travel time) at the Crown Legacy Hotel, Kisad Road, Baguio City.
2. The Congress and Seminar-Workshop aims to:
 - a. Provide participants with an in-depth overview of DepEd's Five-Point Agenda;
 - b. Enhance awareness among DepEd NEU Officers and Members of their role in improving the teaching-learning process;
 - c. Empower the DepEd NEU Chapters to develop, propose and implement projects and activities that support DepEd's Five-Point Agenda;
 - d. Orient DepEd NEU members on their participation in the "Yes for Peace: Bayanihan ng Bayan Campaign";
 - e. Address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel; and



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- f. Update DepEd NEU Officers and Members on the progress of the 2021 Collective Negotiation Agreement implementation and develop action plans to ensure its full realization.
3. Attendance to this Congress shall be on **Official Business**. Participants to this activity are the following:
 - a. **Non-teaching rank-and-file employees** in the Central, Regional, Division, District and School levels occupying positions listed in the enclosed List of Positions of Employees Authorized to Attend the 16th National Congress and Seminar-Workshop of the DepEd NEU;
 - b. **Members of the DepEd NEU National Board of Trustees (NBOT);**
 - c. **DepEd NEU National Executive Officers (NEO);**
 - d. **DepEd NEU Chapter Executive Officers and Members** at the Regional, Schools Division, Schools District, and School Levels; and
 - e. **Chairpersons and Members** of the DepEd NEU Secretariat and Working Committees.

Pursuant to Article IV, Sections 3.1.a; 3.2.a; and 3.3.a of the 2021 Collective Negotiation Agreement between the DepEd Management and the DepEd NEU, all Regional, Division and Central Office Chapter Officers of the DepEd NEU are required to attend the Congress.

4. A registration fee of **Five Thousand Nine Hundred Fifty Pesos (Php5,950.00)** 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 registered online and paid the registration fee in full.

5. Registration fees and travel expenses shall be charged against respective local funds, subject to standard 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 22, 2024. Confirmation of attendance shall be



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11. Confirmation of attendance shall be made through (<https://forms.gle/xsRa7xNLLptUD16D8>). Please visit the DepEd NEU Facebook Page to readily access this link.
12. Registration shall commence immediately upon issuance of this Memorandum and shall close on November 22, 2024.
13. 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.: 3341-0185-94. Priority for accommodation at Crown Legacy Hotel shall be given to participants who have registered online and duly paid the registration fee.
14. For more information, please contact Mr. Efren Ll. Alcera, DepEd NEU Secretary-General through email at depedneusecretarygeneral@gmail.com or at mobile number 0926-692-6741.
15. For your approval and subsequent endorsement.

Encl.: As stated

**LIST OF POSITIONS OF EMPLOYEES AUTHORIZED TO
ATTEND 16TH DEPED-NEU NATIONAL CONGRESS AND
SEMINAR-WORKSHOP**

- 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
- 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 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

**16TH NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES’ UNION
Crown Legacy Hotel
Kisad Road, Baguio City
November 26-28, 2024**

Theme: “DepEd NEU: Kabalik at sa Pagsusulong ng ‘Five-Point Agenda’ ng Kagawaran ng Edukasyon”

Program of Activities

Day 1 – November 26, 2024

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

1:30 PM Onwards **Opening of the National Congress**

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

Opening Ceremonies

- Welcome Remarks
Schools Division Superintendent – Baguio City
- Introduction of the Keynote Speaker
Johnny G. Balawag - NBOT Chairman
- Keynote Address
O/C-Usec. Wilfredo E. Cabnal.- 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

Resumption of the National Congress

Session 1: DepEd NEU: An Agent of Change
by Leonardo “Ka Lenny” Manalo – Consultant, NAPC

Day 2 – November 27, 2024

8:00-9:00AM **Session 2:** Yes for Peace Bayanihan ng Bayan Campaign
by Johnny G. Balawag - NBOT Chairman

Open Forum

9:00-10:00AM **Session 3:** Overview of DepEd’s Five-Point Agenda to Improve the
Quality of Basic Education
by Usec Gina O. Gonong, Curriculum and Teaching

Open Forum

10:00-11:00AM **Session 4:** Digitization of Learning Materials
by Dir. Ferdinand B. Pitagan, ICTS

Open Forum

11:00-12:00NN **Session 5: Improving Reading Comprehension of Learners**
by Director Leila P. Areola, Bureau of Learning Delivery

Open Forum

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

1:30-2:30PM **Session 6: Orientation on the Proposal of Projects Using the Basic Education
Research Fund**
by Asec Roger B. Masapol, Planning Service

Open Forum

2:30-3:30PM **Session 7: Orientation on the New Government Procurement Act**
by Director Rhoan L. Orebias, Procurement Management Service

Open Forum

3:30-4:30PM **Session 8: Updates on the 2021 CNA Implementation**
by Dir. Mario M. Bermudez, OIC-BHROD

Open Forum

4:30-5:30PM **Session 9: Business Hour**

7:30PM Onwards **Solidarity Night**

Day 3 – November 28, 2024

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

8:30-9:30 AM **Session 10: Implementation of Projects to Support DepEd's Last Mile Schools
Program**
by Johnny G. Balawag - NBOT Chairman

Open Forum

9:30-11:30AM **Session 11: Adopting Cost-Saving Measures to Increase Savings for the
Payment of CNA Incentives.**
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