



DepEd - Division of Catanduanes
RECORDS SECTION

RELEASED

BY: AP No: 204
DATE: 11 APR 2024 TIME: 1:55

Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

April 1, 2024

Division Memorandum No. 204, s. 2024

**NATIONAL EMPLOYEES UNION (NEU) CATANDUANES CHAPTER
DIVISION CONVENTION FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chiefs, CID, and SGOD
Public Schools District Supervisors /In Charge of the District
Elementary and Secondary School Heads
All others concerned

1. This office informs the non-teaching personnel in schools and the SDO that there shall be a Division Congress for non-teaching personnel on April 12, 2024, at E-Crown Hotel and Resort, San Vicente, Virac, Catanduanes.
2. The purpose of the convention is to help enhance the capabilities of non-teaching personnel by providing them with parallel sessions that are aligned with their current job roles and based on their compendium. Moreover, the convention will also cover IPCRF crafting. Additionally, selected government agencies such as GSIS, PHILHEALTH, PAG-IBIG, and registered Cooperative will be invited as resource persons to discuss the latest updates.
3. This convention is for non-teaching personnel with permanent positions. A registration fee of One Thousand Pesos (Php 1,000.00) will be charged against the respective school funds for the Secondary Implementing Units (IU's) while travel and other incidental expenses of the participants shall be charged to local funds subject to the usual accounting and budgeting rules and regulations.
4. Below is the matrix of the activity for your reference.



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

Program of Activities:

| TIME | ACTIVITY | In-Charge/Facilitator |
|--------------|--|--|
| 7:00- 8:00 | Registration | Secretariat |
| 8:00-9:00 | Opening Program | Emcee |
| 9:00-9:30 | Snack | |
| 9:30- 10:30 | Session 1: Performance Planning / Review of the IPCRF/ Compendium | PMT Chair |
| 10:30- 12:00 | Workshop by Job Group | Aroline T. Borja Carol P. Gil Eva S. Tolentino Romel G. Petajen |
| 12:00- 1:00 | Lunch | |
| 01:00- 1:30 | Session 2: GSIS Hour | |
| 01:30- 2:00 | Session 3: PAG- IBIG Hour | |
| 02:30- 3:00 | Session 4: Phil Health Hour | |
| 03:00- 3:30 | Session 5: Cooperative Hour | |
| 03:30- 4:00 | snack | |
| 04:00- 5:00 | Open Forum | |
| 5:00 - | Fellowship Night | |

5. For information, guidance and compliance of all concerned.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent 