



Republic of the Philippines  
Department of Education  
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

28 June 2024

DIVISION MEMORANDUM  
No. 318 s. 2024

DISSEMINATION OF THE MEMORANDUM DM-OUHROD-2024-0892  
AN INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF THE DEPARTMENT  
OF EDUCATION-NATIONAL EMPLOYEES UNION

To : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisor/In-Charge of the District  
Elementary and Secondary School Heads  
All Concerned

1. Enclosed is the Memorandum DM-OUHROD-2024-0892 dated May 13, 2024, re: Invitation to the 2024 Clustered Assemblies of the Department of Education National Employees' Union with the theme: DepEd NEU: "Katuwang ng Kagawaran ng Edukasyon sa Pagsusulong ng Edukasyong Pangkapayapaan at Pangkalahatan".
2. Participants in this activity are the following:
  - a. Non-teaching rank and file employees;
  - b. Members of the DepEd NEU NBOT;
  - c. DepEd NEU National Executive Officers;
  - d. Regional, Division, and School Chapter Executive Officers, and
  - e. Chairpersons and members of the DepEd NEU Secretariat and Steering Committees.
3. For inquiries please contact Ms. Aroline T. Borja, DepEd Catanduanes Chapter NEU Secretary.
4. Immediate dissemination, guidance and compliance.

  
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

Encls: As stated.

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

DISSEMINATION OF THE MEMORANDUM DM-OUHROD-2024-0892 AN INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF  
THE DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEES UNION

CID/RGP  
06/28/2024



San Roque, Virao, Catanduanes

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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



22 April 2024

REGIONAL MEMORANDUM  
No. 00594 s. 2024

DISSEMINATION OF THE MEMORANDUM DM-OUHROD-2024-0892 AN  
INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF THE DEPARTMENT OF  
EDUCATION - NATIONAL EMPLOYEES UNION

To : Schools Division Superintendents  
All Concerned

1. Enclosed is the Memorandum **DM-OUHROD- 2024-0892** dated **May 13, 2024**, re: **Invitation to the 2024 Clustered Assemblies of the Department of Education National Employees' Union** with the theme: **DepEd NEU: Katuwang Ng Kagawaran ng Edukasyon sa Pagsusulong ng Edukasyong Pangkapayapaan at Pangkalahatan**".
2. Participants in this activity are the following:
  - a. Non -teaching rank and file employees;
  - b. Members of the DepEd NEU NBOT;
  - c. DepEd NEU National Executive Officers;
  - d. Regional, Division and School Chapter Executive Officers, and
  - e. Chairpersons and members of the DepEd NEU Secretariat and Steering Committees.
3. For inquiries please contact Mr. Efren Ll. Alcera, DepEd NEU Secretary General at [depedneusecretarygeneral@gmail.com](mailto:depedneusecretarygeneral@gmail.com).
4. Immediate dissemination, guidance and compliance.

  
GILBERT T. SADSAD  
Regional Director

NEU/ela  
05/22/2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555  
[region5@deped.gov.ph](mailto:region5@deped.gov.ph)




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**Department of Education**

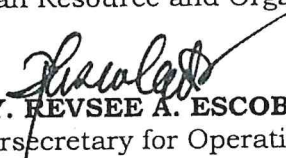
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**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 0926-692-6741.

[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:

Cluster	Dates	Venue
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**NATIONAL EMPLOYEES' UNION**  
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Telefax: (02) 8636-3549  
DOLE-CSC Registration No. 1737  
Accreditation No. 862



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.



**Department of Education**  
**NATIONAL EMPLOYEES' UNION**  
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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/BPpexfV6RQ4yJbQz6">https://forms.gle/BPpexfV6RQ4yJbQz6</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





**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