



Republic of the Philippines  
Department of Education  
Region V(Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: JUL 10 2018

Time: 1:30 P.M.

Initial/Signature: *[Signature]*

MEMORANDUM

TO : SECONDARY SCHOOL HEADS OF IMPLEMENTING UNITS  
Attn.: Administrative Officers

FROM : *[Signature]* SOCORRO V. DELA ROSA  
Schools Division Superintendent

Subject : Submission of Certification on the Number of Filled Up Non-academic Rank-and-File Positions in the Schools

Date : July 10, 2018

In line with the requirements of other agencies (i.e. Civil Service Commission, Department of Budget & Management) and the ongoing ratification of the DepED Management Committee-DepED NEU's Collective Negotiation Agreement (CNA), the DepEd Central Office needs to determine the actual number of non-academic rank-and-file personnel in Schools, Division and Regional Offices in this Department.

In this regard, all School Heads of Implementing Units are advised to submit not later than July 13, 2018 at the SDO-Personnel Section through email to [romaangelee.soleybar@deped.gov.ph](mailto:romaangelee.soleybar@deped.gov.ph) a Certification of the total number of current non-academic rank-and-file employees who are actually rendering service.

For your guidance, please refer to the attached list of non-academic rank-and-file positions.

For immediate compliance,

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE  
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

*page 1 of 6 pages*

- 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

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE  
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

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- 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

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE  
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

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- 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

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE  
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

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- 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 II
- 178 . Reproduction Machine Operator I
- 179 . School Farm Demonstrator
- 180 . School Farming Coordinator I
- 181 . School Farming Coordinator II
- 182 . School Farming Coordinator III
- 183 . Schools Division Superintendent
- 184 . School Librarian I
- 185 . School Librarian II
- 186 . School Librarian III
- 187 . Science Research Assistant
- 188 . Science Research Specialist II
- 189 . Science Research Technician I
- 190 . Science Research Technician II
- 191 . Science Research Technician III
- 192 . Science Research Technician IV
- 193 . Scriptwriter I
- 194 . Security Guard I
- 195 . Security Guard II
- 196 . Security Guard III
- 197 . Security Officer I
- 198 . Senior Administrative Assistant I
- 199 . Senior Administrative Assistant II
- 200 . Senior Administrative Assistant III
- 201 . Senior Administrative Assistant V
- 202 . Senior Bookkeeper
- 203 . Senior Education Program Specialist
- 204 . Senior Health Program Office
- 205 . Senior Science Research Specialist
- 206 . Social Welfare Officer I
- 207 . Special Investigator II
- 208 . Special Investigator III
- 209 . Statistician Aide
- 210 . Statistician I
- 211 . Statistician II
- 212 . Statistician III

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE  
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

*page 6 of 6 pages*

- 213 . Supervising Administrative Officer
- 214 . Supervising Education Program Specialist
- 215 . Supervising Health Program Officer
- 216 . Supply Officer I
- 217 . Supply Officer II
- 218 . Teacher Credentials Evaluator I
- 219 . Teacher Credentials Evaluator II
- 220 . Teacher Credentials Evaluator III
- 221 . Teachers' Camp Superintendent
- 222 . Teaching-Aids Specialist
- 223 . Technical Education and Skills Development Analyst
- 224 . Typesetter II
- 225 . Utility Foreman
- 226 . Utility Worker
- 227 . Vocational Instruction Supervisor I
- 228 . Vocational Instruction Supervisor II
- 229 . Vocational Instruction Supervisor III
- 230 . Vocational Placement Coordinator
- 231 . Vocational School Superintendent
- 232 . Warehouseman III
- 233 . Watchman I
- 234 . Watchman II