



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay
Contact Numbers: 813-2894, 221-4597
Email Address: depedmiybcity@yahoo.com



November 19, 2014

DepEd-MALAYBALAY CITY DIVISION

314
RELEASED

Date: 11/19/14 Time: 11:45 AM

DIVISION MEMORANDUM

No. 355 s. 2014

**DISSEMINATION OF DEPED MEMO NO. 131, S. 2014 RE: EIGHTH DEPED NATIONAL
EMPLOYEES' UNION (DEPED-NEU) NATIONAL CONGRESS
AND SEMINAR-WORKSHOP**

**TO : Education Program Supervisors
Division Coordinators
Schools (Elementary and Secondary)
Section Heads and Staff
All Others Concerned**

Edilberto L. Oplenaria
FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. For information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memo No. 131, s. 2014 stating the conduct of the Department of Education-National Employees' Union (DepEd-NEU) **Eighth DepEd-NEU National Congress and Seminar-Workshop** with the theme *Strengthening the Dynamic Partnership Between DepEd Rank-and-File Employees and Management Through and Effective Change Process in the Implementation of the DepEd Rationalization Program* from December 9 to 11, 2014 at Baguio, Teachers Camp, Baguio City.
2. For widest dissemination.

Encl.:

As stated

Copy furnished:

Records Section
AO File

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education

13 NOV 2014

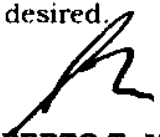
DepEd MEMORANDUM
 No. **131**, s. 2014

**EIGHTH DEPED NATIONAL EMPLOYEES' UNION (DEPED-NEU) NATIONAL
 CONGRESS AND SEMINAR-WORKSHOP**

To : Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services, Centers and Heads of Unit
 Regional Directors
 Schools Division Superintendents
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. The Department of Education-National Employees' Union (DepEd-NEU) will hold its **Eighth National Congress and Seminar-Workshop** with the theme *Strengthening the Dynamic Partnership Between DepEd Rank and File Employees and Management Through an Effective Change Process in the Implementation of the DepEd Rationalization Program* from December 9 to 11, 2014 at the Baguio, Teachers Camp, Baguio City.
2. The Congress aims to:
 - a. update the participants on the DepEd Rationalization Program with the prospect of mobilizing them to assist the Department in the information, education and communication of the program to all rank-and-file non-teaching employees;
 - b. educate them of an effective change management process in the implementation of the DepEd Rationalization Program;
 - c. enable them to contribute to the improvement of agency performance by identifying issues and conflicts in the Rationalization Program, and by determining ways of resolving these issues in order to make the implementation more responsive to the goal of rationalizing service delivery and support systems;
 - d. enable them to appreciate the role and significance of public sector unionism in the development, education, promotion, advancement and protection of government workers' rights, benefits and privileges and recognition of their responsibilities as employees of the Department;
 - e. strengthen DepEd-NEU's representation and participation in committees, programs and projects of the Department, in the central, regional, schools division, and school levels, which are essential to the delivery of quality public service and agency performance; and
 - f. sustain the binding relationship among the DepEd-NEU officers and members and between DepEd-NEU and DepEd Management in attaining quality education for all.

3. Below are the topics to be discussed during the Congress.
 - a. DepEd Rationalization Program
 - Acceptable placement and hiring procedures
 - Transition phases and its implications to affected personnel
 - HR programs to assist in adapting to new working environment and conditions and
 - Approved plantilla positions and their corresponding job descriptions.
 - b. Collective Negotiation Agreement (CNA), and
 - c. Other employees welfare and benefits (GSIS, Phil-Health, among others)
4. The participants to this activity are the non-academic rank-and-file employees of the Department as defined and enumerated in the enclosed Annex A of the approved DepEd CNA including the members of the DepEd-NEU Board of Trustees and National Executive Committee, chairpersons and members of NEU steering and standing committees, and central, regional and schools division chapter union officers.
5. A registration fee of Four Thousand Two Hundred Pesos (P 4,200.00) shall be charged each participant.
6. Expenses for the board and lodging of participants, resource persons and staff; professional fees/honoraria of resource persons shall be drawn from the registration fees.
7. Participants may register with the DepEd Disbursing Officers assigned for the purpose at the training venue. Registration fees and travel expenses of participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Attendance of the participants shall be **on official business**.
8. Other related training expenses, supplies and materials shall be charged to OSEC/Human Resource Training and Development (HRTD) Fund.
9. Members of the different working committees, Regional Chapter Presidents and the National Executive Committee shall be considered participants and shall pay the registration fee. They are authorized to travel two days before the congress for the necessary preparation. Arrival and registration of participants shall be on the afternoon of **December 8, 2014** and the last meal shall be afternoon snacks of **December 11, 2014**.
10. Confirmation of attendance using the enclosed form must be sent through telefax nos.: (02) 637 1241; (02) 633-7247 not later than five days before the assembly.
11. For more information, all concerned may contact **Mr. Robertson M. Tuliao** at telephone no. (02) 636-3549 and mobile nos.: 0920-243-4801; 0927-797-6926 or **Ms. Elizabeth Bermoy** at telephone no.: (02) 633 7247.
12. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encis.: As stated

Reference: DepEd Memorandum No. 204, s. 2013

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

EMPLOYEES
CONVENTIONS
OFFICIALS
SEMINARS
SOCIETY or ASSOCIATIONS
WORKSHOP

Alma: DM 8th DepEd-NEU Congress and Seminar, Workshop
0755-November 7/10, 2014

(Enclosure No. 1 to DepEd Memorandum No. 131, s. 2014)

EIGHT (8th) DEPED NATIONAL EMPLOYEES' UNION (DEPEDNEU) NATIONAL CONGRESS AND SEMINAR WORKSHOP

National Teachers' Camp, Baguio City
December 9-11, 2014

ATTENTION : _____
FAX NO. : _____
DATE : _____

CONFIRMATION OF ATTENDANCE

PLEASE CHECK BLANK SPACE IF:

_____ REGIONAL OFFICE REPRESENTATIVES _____ DIVISION OFFICE REPRESENTATIVES
_____ SCHOOL REPRESENTATIVES

DepED REGIONAL OFFICE NO. _____ LOCATION: _____
TELEPHONE NO/S.: _____ FAX NO. _____

SCHOOL DIVISION: _____
COMPLETE ADDRESS: _____
TELEPHONE NO/S.: _____ FAX NO.: _____

NAME	DESIGNATION	OFFICE ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRANSMITTED SENT BY: _____
OFFICE/DESIGNATION: _____

LIST OF PLANTILLA POSITIONS OF NON-ACADEMIC RANK AND FILE EMPLOYEES

Pursuant to Article Scope of Coverage

CENTRAL OFFICE POSITIONS

- 1. Department Liason Specialist (DELSA)
- 2. Project Development Officer I-IV
- 3. Senior Administrative Asst. I-V
- 4. Administrative Asst. I-V
- 5. Administrative Aide I-VI
- 6. Security Guard I
- 7. Guest House Caretaker
- 8. Chief Accountant
- 9. Accountant I-IV
- 10. Information Technology Officer I-III
- 11. Information System Analyst I-III
- 12. Computer Programmer II
- 13. Computer Maintenance Technologist I
- 14. Computer File Librarian I
- 15. Chief Education Program Specialist
- 16. Education Program Specialist (EPS) I-II
- 17. Draftsman I
- 18. Supervising Education Program Specialist
- 19. Senior Education Program Specialist
- 20. Science Research Technician IV
- 21. Engineer V-Chief
- 22. Engineer I-IV
- 23. Stationer I-III
- 24. Proofreader I-II
- 25. Watchman I
- 26. Publication Production Supervisor
- 27. Printing Foreman
- 28. Copy Reader
- 29. Typesetter I-II
- 30. Dentist I-II
- 31. Nutritionist/Dietician I-II
- 32. Health Education and Promotion Officer I
- 33. Warehouseman I-III
- 34. Science Research Specialist II
- 35. Attorney I-V

REGIONAL OFFICE POSITIONS

Non-Teaching Personnel

- 1. Medical Officer IV
- 2. Dentist III
- 3. Attorney II-III
- 4. Accountant II-III
- 5. Ch. of AO-Administrative Office
- 6. Chief AO-Budget & Finance
- 7. Administrative Officer I-V
- 8. Nutrition/Dietician II-I
- 9. Regional Education Program Supervisor II-III
- 10. Senior Education Program Specialist
- 11. Education Program Specialist I-II
- 12. Librarian
- 13. Teaching Aide Specialist
- 14. Nurse
- 15. Senior Administrative Assistant I
- 16. Administrative Assistant I-V
- 17. Administrative Aide I-VI
- 18. Security Guard I
- 19. Driver I-II
- 20. Utility

DIVISION OFFICE POSITIONS

Non-Teaching Personnel

- 1. Medical Officer III
- 2. Administrative Officer V
- 3. Dentist II
- 4. Accountant I-II
- 5. Guidance Coordinator III (Division)
- 6. Administrative Officer I-IV
- 7. Nurse II
- 8. Librarian I-III
- 9. School Librarian I
- 10. Administrative Assistant I-V
- 11. Disbursing Officer I
- 12. Dental Aide
- 13. Administrative Aide I-VI
- 14. Driver I
- 15. Security Guard I-II
- 16. Watchman I-II
- 17. Farm Worker
- 18. Division Education Program Supervisor I
- 19. Public Schools District Supervisor (PSDS)
- 20. Guidance Coordinator I-III
- 21. Librarian I-III
- 22. Division Planning Officer

SCHOOL LEVEL POSITIONS

- 1. School Nurse
- 2. Senior Bookkeeper
- 3. Cashier/Disbursing Officer
- 4. Supply Officer/Property Custodian
- 5. Administrative Officer II
- 6. Administrative Assistant
- 7. Administrative Aide
- 8. Security Guard/Watchman

