



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

12-2023-5594

Office of the Schools Division  
Superintendent

NOV 15 2023

MEMORANDUM  
No. 266, s. 2022

**Attendance to the 15<sup>th</sup> National Congress and Seminar-Workshop Organized  
by the Department of Education – National Employees Union (DEPED-NEU)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Non-Teaching Personnel  
All Others Concerned

1. Attached is the Memorandum DHM-OURHD-2023-1606 dated October 12, 2023, inviting non-teaching personnel from this Division to attend and participate in the upcoming the 15th National Congress and Seminar-Workshop by DepEd-NEU, from November 29 -December 1, 2023, at Crown Legacy Hotel, Kisda Road, Baguio City.
2. Registration fees and training cost of P5, 950 shall be charged to each participant. Fees for Division participants shall be charged from the MOOE of the Division Office while training cost for school non-teaching personnel shall be charged from their respective schools, subject to the usual budgeting, accounting and auditing rules and regulations.
3. For further details of this activity, please refer to the enclosed list of participants and training memorandum.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

Enclosure: As stated  
References: None  
To be indicated in the Perpetual Index under the following subjects:

TRAINING

EFJR / 15<sup>th</sup> National Congress and Seminar-Workshop Organized by the Department of Education –  
National Employees Union (DEPED-NEU)  
266/November 15, 2023

NUM-2023-266



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City

8805-9935, 8805-9940



[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)

[deped-muntinlupa.com](http://deped-muntinlupa.com)

11 5028

206



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Participants to the 15<sup>th</sup> National Congress and Seminar-Workshop Organized  
by the Department of Education – National Employees Union (DEPED-NEU)**

NAME	POSITION	SCHOOL
1. Melanio R. San Jose Jr.	Vice-President – SDO Muntinlupa NEU Admin. Asst. III	SDO
2. Gina A. Sabado	Admin. Officer II	Putatan ES
3. Pamela D. Baldo	Admin. Officer II	Cupang ES
4. Joed D. Espeleta	Admin. Officer II	LIS
5. Bren Tuesdae T. Cabrera	Admin. Asst. II	LIS
6. Rosalie T. Torres	Admin. Asst. III	LIS
7. Rodella T. Buenaflor	Admin. Officer IV	MNHS
8. Jennielyn A. Manto	Admin. Officer I	MNHS
9. Ma. Concepcion D. Lilam	Admin. Aide IV	MNHS
10. Doyle E. Delantar	Admin. Asst. II	MNHS



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

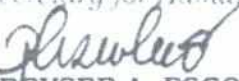
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-1502**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

FROM :   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

SUBJECT : **INVITATION TO THE 15TH NATIONAL CONGRESS AND SEMINAR-  
WORKSHOP ORGANIZED BY THE DEPARTMENT OF EDUCATION -  
NATIONAL EMPLOYEES' UNION (DEPED-NEU)**

DATE : 12 October 2023

The **Department of Education - National Employees' Union (DepEd-NEU)** will hold the 15th National Congress and Seminar-Workshop from November 29 to December 01, 2023, at the Crown Legacy Hotel, Kisdan Road, Baguio City with the theme "Bayanihan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at Bansang Makabata".

The congress aims to: (1) provide participants with an in-depth overview of the DepEd's MATATAG Agenda; (2) raise awareness among DepEd NEU officers and members on how they can proactively participate in the effective delivery of the various components of the MATATAG Agenda; (3) develop, propose and adopt appropriate programs and activities for DepEd non-teaching rank-and-file personnel to support DepEd's MATATAG Agenda and the MATATAG K-10 Curriculum; (4) address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel; and (5) update DepEd NEU officers and members on the current status of the implementation of the 2021 Collective Negotiation Agreement and lay-down action plans to facilitate its full implementation (*see attached communication from DepEd NEU for further details*).

*Eligible participants indicated in the provided list of DepEd NEU may opt to attend the said activity provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds shall be 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.*

Should you have further inquiries, please email DepEd NEU at [depedneusecretarygeneral@gmail.com](mailto:depedneusecretarygeneral@gmail.com).

*FORWARDED/Enclosed*



Department of Education  
 NATIONAL EMPLOYEES UNION  
 1111 University Blvd, DepEd - Meralco North Avenue, Pasig City  
 Contact Address: 09178498888/09178498889  
 09178498888/09178498889  
 09178498888/09178498889



**ADVISORY**

**NATIONAL OFFICERS**

**NATIONAL EXECUTIVE OFFICERS**

1. PRESIDENT: ADMIN

2. VICE PRESIDENT

3. SECRETARY GENERAL

4. TREASURER

5. BOARD CHAIRMAN

6. BOARD MEMBER

7. BOARD MEMBER

8. BOARD MEMBER

**NATIONAL BOARD OF TRUSTEES**

1. PRESIDENT

2. VICE PRESIDENT

3. SECRETARY GENERAL

4. TREASURER

5. BOARD CHAIRMAN

6. BOARD MEMBER

7. BOARD MEMBER

8. BOARD MEMBER

9. BOARD MEMBER

10. BOARD MEMBER

11. BOARD MEMBER

12. BOARD MEMBER

13. BOARD MEMBER

14. BOARD MEMBER

15. BOARD MEMBER

16. BOARD MEMBER

17. BOARD MEMBER

18. BOARD MEMBER

19. BOARD MEMBER

20. BOARD MEMBER

This advisory is issued in reference to the Memorandum DM/OUHROD 2023-1606 dated 12 October 2023 relative to the upcoming 13<sup>th</sup> National Congress and Seminars/Workshop of the Department of Education - National Employees Union scheduled from November 29 to December 1, 2023, at the Crown Legacy Hotel, Kasad Road, Baguio City with the theme "*Bansang sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at Bansang Makabata*". Paragraph 2 of the said memorandum states that for further details, see the attached communication from DepEd NEU.

Thus, it is informed that a registration fee of Five Thousand Nine Hundred Fifty Pesos (P5,900.00) shall be charged to each participant to defray expenses on accommodation, certificates, honoraria of resource speakers, supplies, and other related expenses.

The Registration Fee, travel, and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations, such as but not limited to Regional Division School Maintenance and Other Operating Expenses (MOOE), and or Special Education Fund (SEF), and other possible legitimate sources subject to the usual budgeting, accounting and auditing rules and regulations.

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.

Attendance of participants and secretariat shall be on **Official Business**.

Members of the NBOT, NEO and the different working committees are considered participants and shall be 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.

Arrival and registration of participants shall be in the morning of Day 1 (November 29, 2023). 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 (December 1, 2023) of the Congress.

Payment of registration fee through cash, check, or LLDAP-ADA may be deposited to the DepEd-NEU National Account at the Land Bank of the Philippines Meralco Branch, Pasig City under Account Name: DEPED NATIONAL EMPLOYEES UNION with Account No.: 3341-0185-94.

Online Confirmation of attendance shall be made through <https://www.facebook.com/depedneu>. Please visit the DepEd NEU Facebook Page to readily access this link.

For information and guidance of all concerns.

**ATTY. DOMINGO B. ALID ON**  
 National President

- 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

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

- 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 POSITIONS OF EMPLOYEES AUTHORIZED  
TO ATTEND THE 15TH NATIONAL CONGRESS AND  
SEMINAR-WORKSHOP OF THE DEPED-NEU**

- 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

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