



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

June 4, 2024

DIVISION MEMORANDUM

No. 315, s. 2024

**INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF THE
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES UNION**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned
1. Attached is **Regional Memorandum No. 466, s. 2024** titled **Invitation to the 2024 Clustered Assemblies of the Department of Education – National Employees Union**.
 2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

WORKSHOP

SERVICE

APPROPRIATIONS



Address: Banica, Roxas City, 5800
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 466 s. 2024

JUN 03 2024

**INVITATION TO THE 2024 CLUSTERED ASSEMBLIES OF THE DEPARTMENT
OF EDUCATION-NATIONAL EMPLOYEES UNION**

To: Schools Division Superintendents
All Others Concerned

1. Attached are an email letter and Memorandum DM-OUHROD-2024-0892 dated May 13, 2024 from Wilfredo E. Cabral, *Regional Director, Officer-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development* and Atty. Revsee A. Escobedo, *Undersecretary for Operations, Department of Education*, relative to the Invitation to the 2024 Clustered Assemblies of the Department of Education-National Employees Union.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Incl: As stated

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

WORKSHOPS
SERVICE
APPROPRIATIONS



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Department of Education
Regional Office VI
Duran Street, Iloilo City

RECORDS SECTION

RECEIVED

MEMORANDUM
DM-CUHROD-2024-0892

By: *[Signature]*
Date: MAY 16 2024
2495

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

[Signature]
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

05172024-3005

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 or mobile number 0926-692-6471.

[OUHROD/Quejada]



Department of Education
NATIONAL EMPLOYEES' UNION
3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Email Address: 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:

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Visayas – Regions VI, VII & VIII	June 24-26, 2024	Mezzo Hotel F. Cabahug cor Pres. Quezon Sts. Cebu City
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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.



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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	https://forms.gle/tEDqbVhnn1be56JA6
Luzon	https://forms.gle/BPpexfV6RQ4yJbQz6
Mindanao	https://forms.gle/489iNXcs97vsuR117

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 or at mobile number 0926-692-6741.

12. For your approval and subsequent endorsement.

Encl.: As stated

**2024 CLUSTERED ASSEMBLIES OF THE
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES' UNION**

**Theme: "DepEd NEU: Katuwang ng Kagawaran ng Edukasyon sa Pagsusulong ng Edukasyong
Pangkapayapaan at Pangkalahatan"**

Indicative Program of Activities

Day 1

7:00-11:30 AM **Arrival and Registration of Participants and Guests**

1:30 PM Onwards **Opening of the Cluster Assembly**

- Entrance of Colors
- Opening of the Cluster Assembly/Call to Order
Johnny G. Balawag - Chairman, NBOT DepEd NEU
- Invocation (Interfaith)
- National Anthem
- Presentation of Participants and Guests
Efren LI. Alcera - Secretary-General, DepEd NEU
- Declaration of Quorum and Suspension of the Cluster Assembly
Johnny G. Balawag - Chairman, NBOT DepEd NEU

Opening Ceremonies

- Welcome Remarks
Regional Director
- Introduction of the Keynote Speaker
Johnny G. Balawag - NBOT Chairman
- Keynote Address
Wilfredo E. Cabral – Officer-In-Charge
Office of the Undersecretary for HROD
- State of the Union Address
Atty. Domingo B. Alidon - National President, DepEd NEU
- Awarding of Certificates of Appreciation
Johnny G. Balawag - NBOT Chairman
Atty. Domingo B. Alidon - National President, DepEd NEU

Day 2

AM **Resumption of Cluster Assembly**

8:00-9:30AM **Session 1:** Yes for Peace Bayanihan ng Bayan Campaign
by Johnny G. Balawag - NBOT Chairman

Open Forum

9:30-11:00AM **Session 2:** The DepEd Peace Education Initiative
by Asec Alma Ruby C. Torio, Curriculum and Teaching

Open Forum

PM

1:00-1:30PM **Management of Learning – Selected Participants**

1:30-3:00PM **Session 3:** Strengthening Inclusive Education
by Director Leila Areola, Bureau of Learning Delivery

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

**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 . Cook 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 . Draftsmant 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

- 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