



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

November 4, 2024

**DIVISION MEMORANDUM**

OSDS-2024- 1070

**ATTENDANCE TO 16<sup>th</sup> NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF  
 THE DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEE'S UNION**

TO: Assistant Schools Division Superintendent  
 NEU Officers  
 All Concerned;

1. Enclosed is DepEd Memorandum DM-OUHROD-2024-1971, dated September 30, 2024, relative to the above-mentioned activity that will be held on November 26-28, 2024 (travel time excluded) at the Crown Legacy Hotel, Kisad Road, Baguio City.
2. List of the participants is also attached.
3. Travel expense incurred is chargeable against School/District/Division MOOE subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this Memorandum is desired.

By the Authority of the  
 OIC-Schools Division Superintendent:

**NORBERTO S. MANLANGIT, CE, MPA**  
 Administrative Officer V  
 Officer-In-Charge

Encl.: As stated  
 Reference:  
 FN: memorandum



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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DE ORO

**LIST OF ATTENDEES FOR 16th NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE  
DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEE'S UNION**

@ Baguio City

	NAME	POSITION
1	CHERRYL P. FERNANDEZ	BUDGET SECTION
2	IVY M. PONTEVEDRA	ACCOUNTING SECTION
3	FILLY M. RAS	ACCOUNTING SECTION
4	GLENN D. VACALARES	ACCOUNTING SECTION
5	MARIO E. ALQUIZA	SUPPLY SECTION
6	RYAN S. VILLANUEVA	LSSS NHS
7	LEILANI E. FAJARDO	LSSS NHS
8	SUSAN P. BAJAO	LSSS NHS
9	ZENAIDA J. GRAN	MARAGUSAN NHS
10	NENITA B. BIAG	MARAGUSAN NHS
11	WENDELL C. REDOBLADO	MAWAB DISTRICT
12	JENNIFER H. ANGCO	MANAT NHS
13	BRENDA MAE U. DACOYLO	ANDILI NHS
14	GRINGO N. ESTANILLA	AOSR NHS
15	IMELDA F. ALDAYA	NABUNTURAN NCHS
16	KRIZ MARIE B. MORDENO	NABUNTURAN NCHS
17	ROSALINA T. CABALAN	NABUNTURAN NCHS
18	DONABEL G. AUXTERO	COMPOSTELA NHS
19	MARIETA C. ADOLFO	MABINI NHS
20	ELSIE C. QUIAP	MONTEVISTA NHS

Prepared by:

  
**NISAN LEJAN M. CAL**  
Administrative Officer V

Recommending Approval:

**EMMA A. CAMPOREDONDO, CESO VI**  
Assistant Schools Division Superintendent


By the Authority of the  
Assistant Schools Division Superintendent:

  
**ARLYN B. LIM, PhD.**  
CID Chief

Approved by:

**PHOEBE GAY L. REFAMONTE, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

By the Authority of the  
OIC- Schools Division Superintendent:

  
**NORBERTO S. MANLANGIT, CE, MPA**  
Administrative Officer V  
Officer-In-Charge



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Recd

21748



Republic of the Philippines  
Department of Education  
DAYAO REGION

October 8, 2024

REGIONAL MEMORANDUM  
ESSD-2024-463

DISSEMINATION OF MEMORANDUM NO. OM-OUOPS-2024-06-08033  
RE: 16<sup>TH</sup> NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE  
DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEES UNION

To: Schools Division Superintendents  
Chiefs of Functional Divisions

- Attached is Memorandum No. DM-OUHROD-2024-1971 from Wilfredo E. Cabral, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, regarding the conduct of the **16<sup>th</sup> National Congress and Seminar-Workshop of the Department of Education-National Employees Union** in Baguio City on **November 26-28, 2024**. Contents are self-explanatory.
- Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director IV

DEPARTMENT OF EDUCATION REGION 11  
RECORDS SECTION  
RELEASED

Encl.: As stated  
ROE2/ajm

DATE: Oct. 16, 2024  
TIME: 39748



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**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2024-1971**

**TO :** 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, and Office of*  
*the Undersecretary for School Infrastructure and Facilities (SIF)*

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

**SUBJECT :** **CONDUCT OF THE 16<sup>th</sup> NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE DEPARTMENT OF EDUCATION - NATIONAL EMPLOYEES' UNION**

**DATE :** 30 September 2024

The Department of Education - National Employees Union (DepEd-NEU) will be convening the 16<sup>th</sup> National Congress and Seminar-Workshop from November 26 - 28 2024 (exclusive of travel time) at Crown Legacy Hotel Kisad Road, Baguio City with the theme "DepEd NEU: Kabalikatan sa Pagsusulong ng Five-Point Agenda' ng Kagawaran ng Educasyon".

*Non-teaching personnel* may choose to attend the activity on Official Business, provided their participation does not interfere with their regular functions and responsibilities. Registration fees and travel expenses shall be charged to respective local funds subject to the usual accounting and auditing rules and regulations.

For more details, please see the attached communication from DepEd NEU. You may also contact Mr. Efren L. Alcera, DepEd NEU Secretary General through email [depedneusecretarygeneral@gmail.com](mailto:depedneusecretarygeneral@gmail.com) or at 0926-6926741.



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Department of Education  
**NATIONAL EMPLOYEES' UNION**  
3/F Dormitory E Bldg., DepED Complex, Marafco-Ave., Pasig City  
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Telefax: (02) 8636-3549  
DOLE-CSG Registration No. 1737  
Accreditation No. 862



September 16, 2024

**MEMORANDUM**

**FOR : WILFREDO E. CABRAL, CESO III**  
Regional Director  
OIC-Undersecretary for Human Resource and Organizational  
Development

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

**FROM: ATTY DOMINGO B. ALIDON, J.D.**  
National President, DepEd NEU

**SUBJECT : 16<sup>th</sup> NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF  
THE DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES'  
UNION**

1. The Department of Education – National Employees' Union (DepEd-NEU) will hold its 16<sup>th</sup> National Congress and Seminar-Workshop with the theme: "DepEd NEU: Kabaliklat sa Pagsusulong ng 'Five-Point Agenda' ng Kagawaran ng Edukasyon" on November 26-28, 2024 (exclusive of travel time) at the Crown Legacy Hotel, Kisad Road, Baguio City.
2. The Congress and Seminar-Workshop aims to:
  - a. Provide participants with an in-depth overview of DepEd's Five-Point Agenda;
  - b. Enhance awareness among DepEd NEU Officers and Members of their role in improving the teaching-learning process;
  - c. Empower the DepEd NEU Chapters to develop, propose and implement projects and activities that support DepEd's Five-Point Agenda;
  - d. Orient DepEd NEU members on their participation in the "Yes for Peace: Bayanihan ng Bayan Campaign";
  - e. Address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel; and





Department of Education  
**NATIONAL EMPLOYEES' UNION**  
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DOLE-CSC Registration No. 1737  
Accreditation No. 862



- f. Update DepEd NEU Officers and Members on the progress of the 2021 Collective Negotiation Agreement implementation and develop action plans to ensure its full realization.
3. Attendance to this Congress shall be on **Official Business**. Participants to this activity are the following:
    - a. **Non-teaching rank-and-file employees** in the Central, Regional, Division, District and School levels occupying positions listed in the enclosed List of Positions of Employees Authorized to Attend the 16<sup>th</sup> National Congress and Seminar-Workshop of the DepEd NEU;
    - b. **Members of the DepEd NEU National Board of Trustees (NBOT);**
    - c. **DepEd NEU National Executive Officers (NEO);**
    - d. **DepEd NEU Chapter Executive Officers and Members** at the Regional, Schools Division, Schools District, and School Levels; and
    - e. **Chairpersons and Members of the DepEd NEU Secretariat and Working Committees.**

Pursuant to Article IV, Sections 3.1.a; 3.2.a; and 3.3.a of the 2021 Collective Negotiation Agreement between the DepEd Management and the DepEd NEU, all Regional, Division and Central Office Chapter Officers of the DepEd NEU are required to attend the Congress.

4. A registration fee of Five Thousand Nine Hundred Fifty Pesos (Php5,950.00) is required per participant to cover expenses for food, lodging, kits, honoraria of resource persons and facilitators, and other incidental expenses. The registration fee may be paid in cash, check, or LDDAP-ADA to the DepEd-NEU National Account at the Land Bank of the Philippines. The account details are:
  - Account Name: **DEPED NATIONAL EMPLOYEES UNION**
  - Account No.: **3341-0185-94.**

Note: Priority for accommodation at Crown Legacy Hotel will be given to participants who have registered online and paid the registration fee in full.

5. Registration fees and travel expenses shall be charged against respective local funds, subject to standard accounting and auditing procedures. All participants, including the members of the NBOT, NEO and various working committees, are required to pay the registration fee. Members of the NBOT, NEO and the different working committees are authorized to travel two (2) days prior to the start of the activity for the necessary preparations. Registration for the event shall begin immediately upon issuance of this Memorandum and shall close on November 22, 2024. Confirmation of attendance shall be





Department of Education  
**NATIONAL EMPLOYEES' UNION**  
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DOLE-CSC Registration No. 1737  
Accreditation No. 882



11. Confirmation of attendance shall be made through (<https://forms.gle/xsRa7xNLLptUD16D8>). Please visit the DepEd NEU Facebook Page to readily access this link.
12. Registration shall commence immediately upon issuance of this Memorandum and shall close on November 22, 2024.
13. Payment of registration fee through cash, check, or LDDAP-ADA may be deposited to the DepEd-NEU National Account at the Land Bank of the Philippines under Account Name: DEPED NATIONAL EMPLOYEES UNION with Account No.: 3341-0185-94. Priority for accommodation at Crown Legacy Hotel shall be given to participants who have registered online and duly paid the registration fee.
14. 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.
15. For your approval and subsequent endorsement.

Encl.: As stated



**LIST OF POSITIONS OF EMPLOYEES AUTHORIZED TO  
ATTEND 16TH DEPED-NEU NATIONAL CONGRESS AND  
SEMINAR-WORKSHOP**

- 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
- 84 . Driver I

- 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

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

**16<sup>TH</sup> NATIONAL CONGRESS AND SEMINAR-WORKSHOP OF THE  
DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES' UNION**

**Crown Legacy Hotel  
Kisad Road, Baguio City  
November 26-28, 2024**

**Theme: "DepEd NEU: Kabalik at sa Pagsusulong ng 'Five-Point Agenda' ng Kagawaran ng Edukasyon"**

**Program of Activities**

**Day 1 – November 26, 2024**

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

**1:30 PM Onwards Opening of the National Congress**

- ✓ Entrance of Colors  
Students of Baguio City National High School
- ✓ Opening of the National Congress/Call to Order  
Johnny G. Balawag - Chairman, NBOT DepEd NEU
- ✓ Invocation (Interfaith)
- ✓ National Anthem
- ✓ Presentation of Participants and Guests  
Efren L. Alcera - Secretary-General, DepEd NEU
- ✓ Declaration of Quorum and Suspension of the National Congress  
Johnny G. Balawag - Chairman, NBOT DepEd NEU

**Opening Ceremonies**

- ✓ Welcome Remarks  
Schools Division Superintendent – Baguio City
- ✓ Introduction of the Keynote Speaker  
Johnny G. Balawag - NBOT Chairman
- ✓ Keynote Address  
O/C-Usec. Wilfredo E. Cabnal - 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

**Resumption of the National Congress**

**Session 1: DepEd NEU: An Agent of Change  
by Leonardo "Ka Lenny" Manalo – Consultant, NAPC**

**Day 2 – November 27, 2024**

**8:00-9:00AM Session 2: Yes for Peace Bayanihan ng Bayan Campaign  
by Johnny G. Balawag - NBOT Chairman**

**Open Forum**

**9:00-10:00AM Session 3: Overview of DepEd's Five-Point Agenda to Improve the  
Quality of Basic Education  
by Usec Gina O. Gonong, Curriculum and Teaching**

**Open Forum**

**10:00-11:00AM Session 4: Digitization of Learning Materials  
by Dir. Ferdinand B. Pitagan, ICTS**