



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**


03 November 2023

DIVISION MEMORANDUM  
NO. **546** S. 2023

**INVITATION 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  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is DM-OUHROD-2023-1606 titled "*Invitation to the 15<sup>th</sup> National Congress and Seminar-Workshop Organized by the Department of Education – National Employees' Union (DEPED-NEU)*".
2. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
CONFERENCES  
ASSEMBLY  
SEMINARS  
WORKSHOPS



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT


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**MEMORANDUM**

**DM-OUHROD-2023-1606**

**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

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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, Kisda 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).

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*IBHROD-EWD/Quejada*

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

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

*Page 2 of 6 pages*

- 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 AUTHORIZE TO  
ATTEND THE 15TH NATIONAL CONGRESS AND SEMINAR  
WORKSHOP OF THE DEPED NEU**

*Page.3 of 6 pages*

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

*Page 4 of 6 pages*

- 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

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

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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 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

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

*Page 6 of 6 pages*

- 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





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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**MEMORANDUM**  
**OUF-2023-0282**

**TO : CENTRAL AND FIELD ACCOUNTANTS**  
**CENTRAL AND FIELD BOOKKEEPERS**  
**CENTRAL AND FIELD BUDGET OFFICERS**  
**CENTRAL AND FIELD DISBURSING OFFICERS**  
**OTHER FINANCE OFFICERS**

**FROM :**   
**ANNALYN M. SEVILLA**  
Undersecretary for Finance 

**SUBJECT : ADVISORY ON ATTENDANCE OF FINANCE STAFF TO**  
**PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER**  
**GATHERINGS SPONSORED BY GOVERNMENT, NON-**  
**GOVERNMENT, AND PRIVATE INSTITUTIONS**

**DATE : May 15, 2023**

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Cognizant of the needs of our Accountants, Bookkeepers, Budget Officers, Disbursing Officers, and other Finance Officers to keep abreast with latest finance related issuances and rulings with direct impact to effective and efficient performance of their mandated functions in their respective work place, mentioned employees are hereby authorized to attend "select and relevant activities such as conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by government, non-government, or private institutions on Official Business. This amends the previous advisory issued on April 26, 2023.<sup>1</sup>

Attendance to activities is subject to the following conditions:

1. Participation of employees are strictly monitored to ensure that selected/qualified employees will only attend at least two (2) activities per year or until the 15 Continuing Professional Development (CPD) units has been earned by the CPA participant for the given year;

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<sup>1</sup> **Annex "A"** – OUF-2023-0253 "Advisory on Attendance of Certified Public Accounts (CPAs) to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions" dated April 26, 2023

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

**Crown Legacy Hotel, Kisad Road, Baguio City**

**Theme: "Bayanihan sa Pagtataguyod ng MATATAG Agenda Para sa mga Batang Makabansa at  
Bansang Makabata"**

**Indicative Program of Activities**

**Day 1 (November 29, 2023 – Tuesday)**

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

**1:30 PM Onwards**    **Opening of the 15<sup>th</sup> National Congress**

- Entrance of Colors  
    Baguio City National High School Cadets
- Opening of the Congress/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 Congress  
    Johnny G. Balawag - Chairman, NBOT DepEd NEU

**Opening Ceremonies**

- Welcome Remarks  
    City Schools Division Superintendent or Regional Director
- Introduction of the Keynote Speaker  
    Johnny G. Balawag - NBOT Chairman
- Keynote Address  
    Atty. Michael Wesley T. Poa  
    Undersecretary and Chief of Staff
- 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

**Session 1: Core Values Formation**

by Leonardo "Ka Leny" Manalo – Consultant, NAPC

**Session 2: Business Hour**

**Day 2 (November 30, 2023 - Wednesday)**

**AM**                    **Resumption of Congress**

**7:30-8:00AM**      **Management of Learning – Selected Participants**

**8:00-9:30AM**      **Session 3: Compensation and Benefits of Non-Teaching Personnel including  
Granting of Service Credits**  
by Director Mario M. Bermudez, BHRD

**Open Forum**

**9:30-11:00AM**    **Session 4: Ideal Contents of Learning Resources in the MATATAG Agenda  
that Could Be Contributed by Non-Teaching Personnel**  
by Undersecretary Gina O. Gonong, Curriculum and Teaching

**Open Forum**

**PM**

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

**1:30-3:00PM** **Session 5:** Strengthening Inclusive Education  
by Director Leila Areola, Bureau of Learning Delivery

**Open Forum**

**3:30-5:00PM** **Session 6:** Alternative Learning System: Lifelong Learning  
by Director Marilette R. Almayda, Bureau of Alternative Education

**Open Forum**

**Declaration of Recess**

**7:30PM Onwards** **Solidarity Night**

**Day 3 (December 1, 2023 - Thursday)**

**AM** **Resumption of Congress**

**7:30-8:00 AM** Management of Learning – Selected Participants

**8:00-9:30 AM** **Session 7:** Overview of the K-10 Curriculum  
by Director Jocelyn D.R. Andaya, Bureau of Curriculum Development

**Open Forum**

**9:30-11:00 AM** **Session 8:** The Amended Constitution and By-Laws of the DepEd NEU and  
Significant Provisions of the 2021 CNA  
by Atty. Jose B. Giubone, National Auditor, DepEd NEU

**11:00AM-12:00NN** **Session 9:** Alternative Dispute Resolution: Key to Harmonious Relationship  
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**

**B**