



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

August 9, 2023

**Division Memorandum**  
No. 337, s. 2023

**2023 Clustered Assemblies on Responsible Public Sector Unionism  
of DepEd-NEU**

TO: Assistant Schools Division Superintendent  
Public Schools District Supervisors and PICDs  
School Heads, Public Elementary and Secondary Schools  
DepEd ZN NEU Officers and Members  
All Concerned

1. In reference to Memorandum No 004, s. 2023, DepEd- NEU will conduct a series of Clustered Assemblies on Public Sector Unionism, with the theme, DepEd NEU: *Matatag na Katuwang ng Kagawaran ng Edukasyon*.
2. Relative to this, the Mindanao Cluster is scheduled to have the assembly on August 16- 18, 2023 within Mindanao. The attendance to the assembly shall be on **official business**. A registration fee of **P5, 950.00** shall be charged to the respective local funds, subject to the usual accounting and auditing rules and regulations.
3. All interested participants to the activity must signify their intent to join to the DepEd ZN NEU President SEPS Robert I. Poculan III before confirming their attendance to the assigned link for Mindanao cluster. It is preferred that only one (1) representative in an implementing unit (IU) shall attend due to the availability of funds.
4. Attached is the official issuance and the list of positions of employees authorized to attend the 2023 Clustered Assemblies of DepEd- NEU.
5. For more information or any clarification, kindly contact the HRD at 09998842496 or 09685211332.
6. For information and dissemination.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

NEU/nret/ 2023 Clustered Assemblies- DepEd NEU  
DM \_\_\_ - 2023/08092023



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Republic of the Philippines  
**Department of Education**

JUL 18 2023

MEMORANDUM

No. **004**, s. 2023

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
DepEd-NEU Officers and Members  
All Others Concerned

**2023 CLUSTERED ASSEMBLIES ON RESPONSIBLE PUBLIC SECTOR UNIONISM  
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, DepEd-NEU will conduct a series of **Clustered Assemblies on Public Sector Unionism** with the theme, DepEd NEU: *Matatag na Katuwang ng Kagawaran ng Edukasyon*, on the following dates and respective venues:

Cluster	Date	Venue
<b>Mindanao</b> Regions IX, X, XI, XII, XIII, and BARMM	August 16-18, 2023	To be announced (within Mindanao)
<b>Visayas</b> Regions VI, VII, and VIII	September 20-22, 2023	Cebu City
<b>Luzon Batch 1</b> Regions I, II, III, CAR, and NCR	October 11-13, 2023	Baguio Teachers Camp
<b>Luzon Batch 2</b> Central Office, Regions IV-A (CALABARZON), IV-B (MIMAROPA), and V	October 25-27, 2023	Great Eastern Hotel, Quezon City

2. The Clustered Assemblies aim to
- provide participants with an in-depth overview of Responsible Public Sector Unionism,
  - strengthen the Management-Union relationship toward the realization of the *MATATAG* agenda of the Department and embedding a Culture of Peace in the curriculum,



- c. raise awareness among the rank-and-file nonteaching employees about their role in supporting initiatives and better facilitate processes to ensure effective and efficient implementation of the MATATAG agenda, and
- d. determine or identify Management-Union issues and concerns and find ways to resolve the same.

3. Participants in this activity are the following:

- a. Nonteaching rank-and-file employees of DepEd in the Central, regional, division, and school levels occupying positions listed in the enclosure;
- 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 to each participant to cover expenses for supplies and materials, board and lodging, honoraria, travel, and incidental expenses of resource persons and facilitators.

6. Participants' registration fees and travel expenses shall be charged to 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 days prior to the start of the activity for the necessary preparations.

8. Arrival and registration of participants shall be in the morning of Day 1 of each clustered 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
Mindanao	<a href="https://forms.gle/GpbZHkFiX4goiSvx6">https://forms.gle/GpbZHkFiX4goiSvx6</a>
Visayas	<a href="https://forms.gle/Fs6XNkaeaWMYJZxw5">https://forms.gle/Fs6XNkaeaWMYJZxw5</a>
Luzon-Batch 1	<a href="https://forms.gle/zAF3WCmXkRsZroBdA">https://forms.gle/zAF3WCmXkRsZroBdA</a>
Luzon-Batch 2	<a href="https://forms.gle/3qYMBxCdSfhmi8ur7">https://forms.gle/3qYMBxCdSfhmi8ur7</a>

Registration shall commence immediately upon issuance of this Memorandum and close one day before the start of the respective clustered assembly.

10. 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.: 3341-085-94.

11. 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 phone number 0926-692-6741.

12. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:	
 <b>GLORIA JUMAMIL-MERCADO</b> Undersecretary	
Encl.:	
As stated	
JDMC/APA/MPC, MLA 2023 Clustered Assemblies DepEd-NEU 0440 - July 17, 2023	 
	Host of Activity
	Inclusive Dates
	Destination
	Fund Source
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.	
_____ Date	ROY C. TUBALLA EMD, JD, CESO VI Schools Division Superintendent
APPROVED:	
_____ Date	DR. RUTH I. FUENTES CESO IV Regional Director





**LIST OF POSITIONS OF EMPLOYEES WHO ARE  
AUTHORIZED TO ATTEND THE 2023 CLUSTERED  
ASSEMBLIES OF THE DEPED NEU**



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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	



Department of Education  
REGION IX  
SCHOOLS DIVISION OF ZAMBANGA DEL NORTE

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42 . Cashier II	Features : free to adjust the	
43 . Chief Accountant	appropriate weight of the combination	
44 . Chief Administrative Officer	no tools required	
45 . Chief Education Program Specialist	Multifunction Weightlift	
46 . Chief Education Supervisor	Barbell Weight All-in-One Bench	
47 . Chief Health Program Officer	Rack Fitness Equipment	
48 . Cinematographer I	New like large multi-functional	
49 . Clerk I	comprehensive training device, home	
50 . Clerk II	gym strength fitness equipment	
51 . Clerk III	TOTAL	250.00
52 . Computer File Librarian I	Reference: DepEd Order No. 82 s. 2017	
53 . Computer File Librarian II	Note: Expenses may be charged	
54 . Computer Maintenance Technologist I	reflected in the FY 2023 GAD Account	
55 . Computer Maintenance Technologist III	are in line with the theme objectives and focus areas	
56 . Computer Programmer II	fall within the mandate of the implementing government	
57 . Computer Programmer III		
58 . Construction and Maintenance Man		
59 . Cook I	Noted:	Prepared by:
60 . Copy Reader		
61 . Coxswain		
62 . Crafts Education Demonstrator I	NICOLETTE RIA E. TARGON	
63 . Crafts Education Demonstrator II	BPS II, GAD Secretariat	
64 . Creative Arts Specialist I	Recommending Approvals:	
65 . Creative Arts Specialist II		
66 . Dental Aide		
67 . Dentist I	JOY E. LETRAN-SINGOR EMD	
68 . Dentist II	Chief Education Supervisor, SDOO	
69 . Dentist III	Certified as to Availability of Funds:	
70 . Department Assistant Secretary		
71 . Department Legislative Liaison Specialist		
72 . Department Secretary		
73 . Department Undersecretary		
74 . Director II	CASEMERA V. LUNLAS	
75 . Director III	Administrative Officer V-Budget	
76 . Director IV	APPROVED:	
77 . Disbursing Officer I		
78 . Disbursing Officer II		
79 . Dormitory Manager I		
80 . Dormitory Manager II	ROY O. TUBALJA EMD, JD	
81 . Dormitory Manager IV	Schools Division Superintendent	
82 . Draftsman I		
83 . Draftsman II	Construction, Growth and Development Department	
84 . Driver I	ABDO, and may represent Bureau, Field and Area Offices (Region IX)	





- 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 II
- 178 . Reproduction Machine Operator I
- 179 . School Farm Demonstrator
- 180 . School Farming Coordinator I
- 181 . School Farming Coordinator II
- 182 . School Farming Coordinator III
- 183 . Schools Division Superintendent
- 184 . School Librarian I
- 185 . School Librarian II
- 186 . School Librarian III
- 187 . Science Research Assistant
- 188 . Science Research Specialist II
- 189 . Science Research Technician I
- 190 . Science Research Technician II
- 191 . Science Research Technician III
- 192 . Science Research Technician IV
- 193 . Scriptwriter I
- 194 . Security Guard I
- 195 . Security Guard II
- 196 . Security Guard III
- 197 . Security Officer I
- 198 . Senior Administrative Assistant I
- 199 . Senior Administrative Assistant II
- 200 . Senior Administrative Assistant III
- 201 . Senior Administrative Assistant V
- 202 . Senior Bookkeeper
- 203 . Senior Education Program Specialist
- 204 . Senior Health Program Office
- 205 . Senior Science Research Specialist
- 206 . Social Welfare Officer I
- 207 . Special Investigator II
- 208 . Special Investigator III
- 209 . Statistician Aide
- 210 . Statistician I
- 211 . Statistician II
- 212 . Statistician III

- 213 . Supervising Administrative Officer
- 214 . Supervising Education Program Specialist
- 215 . Supervising Health Program Officer
- 216 . Supply Officer I
- 217 . Supply Officer II
- 218 . Teacher Credentials Evaluator I
- 219 . Teacher Credentials Evaluator II
- 220 . Teacher Credentials Evaluator III
- 221 . Teachers' Camp Superintendent
- 222 . Teaching-Aids Specialist
- 223 . Technical Education and Skills Development Analyst
- 224 . Typesetter II
- 225 . Utility Foreman
- 226 . Utility Worker
- 227 . Vocational Instruction Supervisor I
- 228 . Vocational Instruction Supervisor II
- 229 . Vocational Instruction Supervisor III
- 230 . Vocational Placement Coordinator
- 231 . Vocational School Superintendent
- 232 . Warehouseman III
- 233 . Watchman I
- 234 . Watchman II

