Republic of the Philippines
Department of Education
REGION IV - CALABARZON
CITY SCHOOLS DIVISION OF TANAUAN

DEPED TANAUAN CITY
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14 December 2020

DIVISION MEMORANDUM
No. 234 S. 2020

SUBMISSION OF NATIONAL EMPLOYEES' UNION (NEU) APPLICATION FORM FOR MEMBERSHIP AND AUTHORIZATION TO DEDUCT

TO: OIC, Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. DepEd National Employees' Union (NEU) President, Atty. Domingo B. Alidon, issued Memorandum re: Validation of the 2019 National Roster of Non – Academic Rank - and – File Employees in the Department.

2. In this connection, all non – teaching personnel of this city schools division are encouraged to fill out the attached forms and submit to Mrs. Maria Liza M. Faustino, President, NEU Tanauan Cluster, on or before December 21, 2020. This will be consolidated and submitted to the DepEd NEU National Office for the issuance of NEU national identification card (ID) cum insurance policy. This will also serve as the 2021 Roster of Non – academic Rank – and – File employees of this city schools division.

3. Attached are the memorandum and the list of Plantilla Positions of Non – Academic Rank and File Employees as stated in the approved Collective Negotiation Agreement (CNA) for information and ready reference.

4. Immediate and wide dissemination of this memorandum is desired.

ROGELIO F. OPULENCIA
Asst. Schools Division Superintendent
Officer – In - Charge
Office of the Schools Division Superintendent

Date & Time Posted: 12/15/2020 01:01 PM
By: _____

DRN:DIVTAN-DM-001-02

Address: Pres.J.P. Laurel Highway, Poblacion 1, Tanauan City, Batangas 4232
Telephone No.: (043) 405 – 0927
Email Address: tanauan.city@deped.gov.ph
Website: https://tanauancitydeped.com

TUV NORD ISO 9001
CERTIFICATE NO.
44 100 19 93 0022

Department of Education
NATIONAL EMPLOYEES' UNION
3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Website: www.depedneu.wordpress.com / email: neu.deped@yahoo.com
Telefax: (02) 637-1241 / Direct Line: (02) 633-7247
DOLE-CSC REGISTRATION NO. 1737
ACCREDITATION NO. 862

NATIONAL OFFICERS

NATIONAL EXECUTIVE COMMITTEE

ATTY. DOMINGO B. ALIDON
National President
EFREN LL. ALCERA
Secretary General
ROBERTO G. MACASIL JR.
OIC - Deputy Secretary General - Luzon
WIGBERTO D. BELIZAR, JR.
Deputy Secretary General - Visayas
ARTURO PORRAS
Deputy Secretary General - Mindanao
DEOGRACIAS B. GENITO, JR.
Deputy Secretary General, Membership
IRENE V. MILLO
National Treasurer
GENE PATRICK G. MORALES
Deputy National Treasurer
FIDEL E. SALOSAGCOL
National Public Relations Officer
ATTY. ARIZ W. CAWILAN
National Auditor
ROLANDO Z. CARREON
Project Manager

NATIONAL BOARD OF TRUSTEES

JOHNNY G. BALAWAG
Chairman

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CAR Chapter President
ATTY. DOMINGO B. ALIDON
Central Office Chapter President

EFREN LL. ALCERA
OIC - Board Secretary

MEMORANDUM

TO : **Concerned HRMOs**
(DepEd Central Office and Field Offices)
DepEd NEU Chapter Presidents

FROM : **ATTY. DOMINGO B. ALIDON**
National President, DepEd National Employees' Union

SUBJECT : **Validation of the 2019 National Roster of Non-academic Rank-and-File Employees in the Department of Education (DepEd)**

DATE : **September 24, 2020**

The DepEd National Employees' Union (DepEd NEU) needs to submit a validated 2019 National Roster of Non-academic Rank-and-File Employees in the Department as well as update records in the DepEd NEU National Office.

To comply therewith, we are forwarding to you a copy of your 2019 Regional/Divisional Roster of Non-academic Rank-and-File Employees, consolidated by the DepEd NEU Secretariat, for your review and validation.

You may delete or add entries that should be deleted or added. Kindly indicate the following details under their respective columns:

i) Date of Birth (mm/dd/year, e.g. 12/01/1976)
ii) DepEd NEU Member or Non-Member (c/o DepEd NEU Chapter Presidents)
iii) Date of Membership, if member (c/o DepEd NEU Chapter Presidents); and
iv) Contact Number

Please submit the validated roster on or before October 15, 2020 to Mr. Deogracias B. Genito, Jr. through his email address: deogenito@gmail.com.

DepEd NEU Chapter Presidents are hereby instructed to require all DepEd NEU members in their respective chapters to accomplish the enclosed DepEd NEU Form No. 1/5-01 (membership form), consisting of 2 pages, for the issuance of our national ID cum insurance policy. It will be appreciated, if the same could be consolidated and submitted to the DepEd NEU National Office by end of October 2020.

Thank you very much and God bless.

ALIDON

LIST OF PLANTILLA POSITIONS OF NON-ACADEMIC RANK AND FILE EMPLOYEES

Pursuant to Article Scope of Coverage

CENTRAL OFFICE POSITIONS

1. Department Liason Specialist (DLLS)
2. Project Development Officer I-IV
3. Senior Administrative Asst. I-V
4. Administrative Asst. I-V
5. Administrative Aide I-VI
6. Security Guard I
7. Guest House Caretaker
8. Chief Accountant
9. Accountant I-IV
10. Infolmation Technology Officer I-III
11. Information System Analyst I-III
12. Computer Programmer II
13. Computer Maintenance Technologist I
14. Computer File librarian I
15. Chief Education Program Specialist
16. Education Program Specialist (EPS)
17. Draftsman I
18. Supervising Education Program Specialist
19. Senior Education Program Specialist
20. Science Research Technician IV
21. Engineer V -Chief
22. Engineer I-IV
23. Statitian I-III
24. Proof-reader I-II
25. Watchman I
26. Publication Production Supervi~
27. Printing Foreman
28. Copy Reader
29. Typesetter I-II
30. Dentist I-II
31. Nutritionist Dietician
32. Health Education and.Promotlo
33. Warehouseman I-III
34. Science Research Specialist
35. Attorney I-V

REGIONAL OFFICE POSITIONS

1. Department Liaison Specialist (DLLS)
2. Project Development Officer I-IV
3. Senior Administrative Asst. I-V
4. Administrative Asst. I-V
5. Administrative Aide I-VI
6. Security Guard I
7. Guest House Caretaker
8. Chief Accountant
9. Accountant I-IV
10. Infolmation Technology Officer I-III
11. Information System Analyst I-III
12. Computer Programmer II
13. Computer Maintenance Technologist I
14. Computer File librarian I
15. Chief Education Program Specialist
16. Education Program Specialist (EPS)
17. Draftsman I
18. Supervising Education Program Specialist
19. Senior Education Program Specialist
20. Science Research Technician IV

DIVISION OFFICE POSITIONS

Non-Teaching Personnel

1. Medical Officer III
2. Administrative Officer V
3. Dentist II
4. Accountant II
5. Guidance Coordinator III (Division)
6. Administrative Officer I-IV
7. Nurse II
8. Librarian I-III
9. School Librarian I
10. Administrative Assistant I·V
11. Disbursing Officer I
12. Dental Aide
13. Admmistrative Aide I-VI
14. Driver I
15. Security Guard I-II
16. Watchman 1-11
17. Farm Worker
18. Division Education Program Supervisor I
19. Public Schools District Supervisor (PSDS)
20. Guidance Coordinator I-III
21. Guidance Counselor I-III
22. Librarian I-III

SCHOOL LEVEL POSITIONS

1. School Nurse
2. Seniar Bookkeeper
3. Cashier/Disbursing Officer
4. Supply Officer/Property Custodian
5. Administrative Officer II
6. Administrative Assistant
7. Administrative Aide
8. Security Guard/Watchman

Department of Education
NATIONAL EMPLOYEES' UNION
(DepEdNEU)
3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Website: depedneu.wordpress.com / eMail: depedneu@gmail.com
Direct Line: Telefax: (02) 636-3549
DOLE-CSC REG. NO. 1737
CSC ACCREDITATION NO. 862
CNA Registration No. 162

APPLICATION FOR MEMBERSHIP

I,_____ wishes to apply for membership with the
(Last Name) (First Name) (MI)

DepEd-NEU. I understand that, as a union member, I will abide by its Constitution and By Laws, and all the lawful orders, policies and program set by the UNION or, by its authorized representatives.

Civil Status: _____ Sex:_____ Age: _____ Date of Birth:_____
Place of Birth: _____ Home/City Address:_____
Residence Tel. No. _____Cellphone No.: _____Fax No.:_____
Region: _____Division/School Address:_____
Office Tel. No.: _____Email Address: _____ Designation: _____
Employment Status: _____ Yrs. in Service: _____Date of Filing: _____
Spouse Name:_____Occupation:_____Office/Address:_____

Name of Dependent/Children	Date of Birth	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please notify (in case of emergency):
Name: _____Relationship: _____Tel. No.:_____
Address: _____Cellphone No.:_____
Date Submitted: _____Applicant's Employee Number:_____

Submitted by:

_____
(Applicant's Signature Over Printed Name)

DepEDNEU Control

Control No. : _____
Date Recieved : _____

(DepEdNEU Form No. 1, s. 2019)

Department of Education
NATIONAL EMPLOYEES' UNION
(DepEdNEU)
3/F Dormitory E Bldg., DepEd Complex, Meralco Ave., Pasig City
Website: www.depednеu.com / eMail: depedneu@gmail.com
Direct Line; Telefax: (02) 636-3549
DOLE-CSC REG. NO. 1737
CSC ACCREDITATION NO. 862
CNA Registration No. 162

AUTHORIZATION TO DEDUCT

To: **Payroll Services Unit/Cash Division/School**
Department of Education
Regional/Division Office No. _____
School: _____
Address: _____

NOTICE TO THE APPLICANT:
Please sign this **AUTHORIZATION** *on the space provided below to avoid delay of processing of your application.*

I hereby authorize the Department of Education, Payroll Service Unit/Cash Division/School to immediately facilitate deduction from my monthly salary the amount of ***ONE HUNDRED FIFTY PESOS*** (Php 150.00) through **APDS CODE No. 2039**, representing payment of my union dues amounting to one hundred pesos (Php 100.00) and mutual aid contribution in the amount of fifty pesos (Php 50.00).

_____/_____/_____ _____
(Division No.) (Station No.) (Employees No.) (Applicant's Signature Over Printed Name)

(for internal office use only)
Application received by/Date:_____
Application Form Control No.:_____
Assigned Identification Card No. _____

Application Approved by:

_____
(Signature Over Printed Name)

DepEd NEU Treasurer Control
Control No.:_____
OR No. :_____
Payment Date:_____