



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

14111380

TO : REGIONAL DIRECTORS
SUBJECT : ROSTER OF NON-ACADEMIC RANK-AND-FILE PERSONNEL
DATE : 30 OCTOBER 2014

Pursuant to Article IV, Section 15 of the DepEd Management and DepEd National Employees Union's (NEU) Collective Negotiation Agreement (CNA) which states that the Department shall provide the Union annually with a copy of its updated roster of non-academic rank-and-file personnel with Salary Grades 1 to 24 at all levels, you are hereby instructed to validate and update the said roster as indicated in the latest Personal Services and Plantilla of Personnel (PSIFOP) for FY 2014 that was generated through the DBM-GMIS. The validation shall include the following:

- a. update of the PSIFOP with the incumbents' personal information;
- b. exclusion of names of those who are already retired or opted to retire under the Department's Rationalization Program effective January 15, 2014; and
- c. identification of whether the position title is academic or non-academic.

The roster of non-academic rank-and-file personnel (MS Excel format) of your respective regional offices and schools division offices including fiscally-autonomous secondary schools will be e-mailed to you immediately by the Management Division. We will also attach listings of non-academic positions as well as those excluded in the roster for your ready reference/perusal.

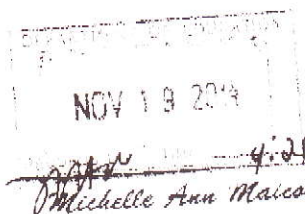
Please e-mail the updated/validated Excel file of your respective region's roster of non-academic rank-and-file personnel to mgtdiv.depedcentral@yahoo.com & joel.mendoza@deped.gov.ph and send the signed physical copy to the Management Division, 2nd Floor Teodora Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City on or before November 13, 2014.

Should you have queries/clarifications, please contact Mr. Joel O. Mendoza, Administrative Officer II, Management Division-FMS at telephone number (632) 633-7248.

For immediate compliance.

Thank you.

Received: Joseph
11.20.14
6229




RIZALINO D. RIVERA
Undersecretary