

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



March 30, 2026

REGIONAL MEMORANDUM

No. s. 2026

To : SCHOOLS DIVISION SUPERINTENDENTS

Subject: CONDUCT OF THE 2026 LUZON CLUSTERED ASSEMBLY OF THE DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES' UNION

Date : March 30, 2026

Attached is Memorandum dated March 3, 2026, from Atty. FATIMA LIPP D. PANONTONGAN, informing this Region of the **2026 Luzon Clustered Assembly of the Department of Education-National Employees Union (DepEd-NEU)** to be held on April 22-24, 2026, at **Great Eastern Quezon Avenue, Quezon City**, with the theme **“Transforming Education: The Critical Role of Non-Teaching Personnel”**.

Registration fee of Six Thousand Nine Hundred Fifty Pesos (Php 6,950.00) shall be charged to each participant to cover expenses for food, lodging, kits, honoraria of resource persons and facilitators, and other incidental expenses.

Interested employees may opt to attend the said activity on **Official Business**. The registration fee, travel and incidental expenses of participants shall be charged to any local funds subject to the usual accounting rules and regulations. 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 the venue will be given to participants who have already registered online and paid the registration in full.

Online confirmation of attendance shall be made through <https://bit.ly/2026DepEdNEULuzonCA>. You may also visit the DepEd NEU Facebook Page to readily access this link.

To ensure acknowledgment of payment and issuance of official receipt, copy or the proof of deposit of payment should be send to gpatrickmoralesdepeneu@gmail.com. Proof of deposit of payment must specify the

ROA/ASD/G1



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



name(s) of participant(s) with the following details: (region, division, district, school and gender).

Participants are required to arrive and register on the morning of Day 1. The first meal to be served will be lunch on Day 1, while the last meal shall be lunch on Day 3.

For more information, you may contact Efren L. Alcera, Secretary-General, DepEd-NEU at 0926-692-6741 or email at depedneusecretarygeneral@gmail.com.

Immediate and wide dissemination of this Memorandum is required.



CARLITO D. ROCAFORT
Director IV



Republika ng Pilipinas
Department of Education
 OFFICE OF THE SECRETARY

MEMORANDUM

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
 Undersecretary and Chief of Staff



SUBJECT : **2026 CLUSTERED ASSEMBLIES OF THE DEPARTMENT OF EDUCATION - NATIONAL EMPLOYEES' UNION**

DATE : 03 March 2026

The Department of Education – National Employees’ Union (DepEd-NEU) will conduct a series of **Clustered Assemblies on Responsible Public Sector Unionism** with the theme, *“Transforming Education: The Critical Role of Non-Teaching Personnel”* on the following schedules and respective venues:

Cluster	Schedule	Venue
Luzon	April 22-24, 2026	Great Eastern Hotel, Quezon Avenue, Quezon City
Visayas	May 06-08, 2026	Waterworld Hotel, M. Fernan Bridge, 6014 Mandaue City
Mindanao	July 22-24, 2026	Waterworld Hotel, M. Fernan Bridge, 6014 Mandaue City

The Clustered Assemblies aim to:

- a. Provide participants with an in-depth overview of DepEd’s programs and projects
- b. Enhance awareness among DepEd NEU officers and members of their role in improving the teaching-learning process;
- c. Capacitate the DepEd NEU chapters to develop, propose, and implement projects and activities that support DepEd’s thrusts and priorities; and
- d. Address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel by providing a platform to engage in collaborative problem-solving and knowledge sharing and facilitating discussions on best practices and innovative solutions to cultivate a culture of continuous improvement and professional growth among DepEd NEU members.

Furthermore, the insights and feedback gathered during these assemblies will be instrumental in shaping the DepEd NEU’s advocacy efforts and in ensuring that the needs and concerns of non-teaching personnel are effectively addressed. This collective engagement is vital for fostering a supportive and productive working environment within the Department.

The target participants to the clustered assemblies 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 Clustered Assemblies 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 Offices and Members at the Central, Regional, Schools Division, Schools District, and Schools Levels
- e. Chairpersons and Members of the DepEd NEU Secretariat and Working Committees

Interested employees may opt to attend the said activity on **Official Business**, provided that their participation shall be subject to the following conditions:

- compliance with the applicable provisions of DepEd Order No. 046, s. 2022 titled the Amendment to DepEd Order No. 43, s. 2022 (*Omnibus Travel Guidelines for All Personnel of the Department of Education*) and Other Appropriate Orders and Guidelines on Travel;
- secure approval from respective authorities;
- participation shall not interfere with regular functions and responsibilities; and
- use of DepEd funds strictly adheres to the usual budgeting, accounting, and auditing rules and regulations.

For more details, please see the attached communication from DepEd-NEU.

2026-02-21928



Department of Education
NATIONAL EMPLOYEES' UNION
3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Email Address: depedneupresident@gmail.com
Telefax: (02) 8636-3549
DOLE-CSC Registration No. 1737
Accreditation No. 862



February 23, 2026

MEMORANDUM

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

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

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

SUBJECT: **2026 CLUSTERED ASSEMBLIES OF THE DEPARTMENT OF EDUCATION - NATIONAL EMPLOYEES' UNION**

1. The Department of Education - National Employees' Union (DepEd-NEU) will conduct a series of Clustered Assemblies on Responsible Public Sector Unionism with the theme: "Transforming Education: The Critical Role of Non-Teaching Personnel" on the following schedules and respective venues:

Cluster	Schedule	Venue
Iazon	April 22-24, 2026	Great Eastern Hotel, Quezon Avenue, Quezon City
Visayas	May 13-15, 2026	Waterworld Hotel, M. Fernan Bridge, 6014 Mandaue City
Mindanao	July 22-24, 2026	Waterworld Hotel, M. Fernan Bridge, 6014 Mandaue City

2. The Clustered Assemblies aim to:
- provide participants with an in-depth overview of DepEd's programs and projects;
 - enhance awareness among DepEd NEU Officers and Members of their role in improving the teaching-learning process;
 - capacitate the DepEd NEU Chapters to develop, propose and implement projects and activities that support DepEd's thrusts and priorities; and
 - address and resolve issues and concerns of DepEd non-teaching rank-and-file personnel by providing a platform to engage in collaborative problem-solving and knowledge sharing and facilitating discussions on best practices and innovative solutions to cultivate a culture of continuous improvement and professional growth among DepEd NEU members.



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Furthermore, the insights and feedback gathered during these assemblies will be instrumental in shaping the DepEd-NEU's advocacy efforts and in ensuring that the needs and concerns of non-teaching personnel are effectively addressed. This collective engagement is vital for fostering a supportive and productive working environment within the Department.

3. Attendance to these Assemblies shall be on **Official Business**. Participants to the activities 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 Clustered Assemblies 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 Central, 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 Clustered Assemblies.

4. Confirmation of attendance shall be made at the DepEd NEU Facebook Page through the corresponding link indicated below:

Cluster	Link
Luzon	https://bit.ly/2026DepEdNEULuzonCA
Visayas	https://bit.ly/2026DepEdNEUVisayasCA
Mindanao	https://bit.ly/2026DepEdNEUMindanaoCA

5. A registration fee of **Six Thousand Nine Hundred Fifty Pesos (PhP6,950.00)** 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 the venue will be given to participants who have already registered online and paid the registration fee in full.

6. To ensure acknowledgment of payment and issuance of official receipt, copy of the proof of deposit of payment should be sent to gpatrickmoralesdepedneu@gmail.com. Proof of deposit of payment must



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specify the name(s) of participant(s) with the following details: (region, division, district, school and gender).

7. Registration fee and travel expenses shall be charged against respective local funds and other fund sources, subject to the usual 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 events shall begin immediately upon issuance of this Memorandum and shall close one (1) day before the start of the activity.
8. Participants are required to arrive and register in the morning of Day 1. The first meal to be served shall be lunch on Day 1 while the last meal shall be lunch on Day 3.
9. For more information, please contact Mr. Efren I. Alcera, DepEd NEU Secretary-General, through email at depedneusecretarygeneral@gmail.com or at mobile number (63)905-206-8602.
10. For your approval and subsequent endorsement.

Encl.: As stated

List of Positions of Employees
Authorized to Attend the Clustered Assemblies of the DepEd NEU

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 I
29. Architect II
30. Assistant Teachers' Camp Superintendent
31. Attorney I
32. Attorney II
33. Attorney III
34. Attorney IV
35. Attorney V
36. Board Secretary II
37. Bookkeeper
38. Cash Clerk I
39. Cashier I

40. Cashier II
41. Chief Accountant
42. Chief Administrative Officer
43. Chief Education Program Specialist
44. Chief Education Program Supervisor
45. Chief Health Program Officer
46. Cinematographer
47. Clerk I
48. Clerk II
49. Clerk III
50. Computer File Librarian I
51. Computer File Librarian II
52. Computer Maintenance Technologist I
53. Computer Maintenance Technologist II
54. Computer Programmer II
55. Computer Programmer III
56. Construction and Maintenance Man
57. Cook I
58. Copy Reader
59. Coxswain
60. Crafts Education Demonstrator I
61. Crafts Education Demonstrator II
62. Creative Arts Specialist I
63. Creative Arts Specialist II
64. Dental Aide
65. Dentist I
66. Dentist II
67. Dentist III
68. Department Legislative Liaison Specialist
69. Disbursing Officer I
70. Disbursing Officer II
71. Draftsman I
72. Draftsman II
73. Driver I
74. Education Program Specialist I
75. Education Program Specialist II
76. Education Program Supervisor
77. Education Research Assistant
78. Engineer I
79. Engineer II
80. Engineer III
81. Engineer IV

82. Engineer V
83. Executive Assistant I
84. Executive Assistant II
85. Executive Assistant III
86. Executive Assistant IV
87. Executive Assistant V
88. Farm Worker
89. Fisherman
90. Guesthouse Caretaker
91. Guidance Coordinator I
92. Guidance Coordinator II
93. Guidance Coordinator III
94. Guidance Counselor I
95. Guidance Counselor II
96. Guidance Counselor III
97. Guidance Services Specialist I
98. Guidance Services Specialist II
99. Handicraft Worker I
100. Handicraft Worker II
101. Head Executive Assistant
102. Health Education and Promotion Officer I
103. Health Education and Promotion Officer II
104. Health Education and Promotion Officer III
105. Heavy Equipment Operator I
106. Houseparent I
107. Human Resource Management Officer I
108. Human Resource Management Officer II
109. Information Systems Analyst II
110. Information Systems Analyst III
111. Information Systems Researcher III
112. Information Technology Officer I
113. Information Technology Officer II
114. Information Technology Officer III
115. Internal Auditing Assistant
116. Internal Auditor I
117. Internal Auditor II
118. Internal Auditor III
119. Internal Auditor IV
120. Internal Auditor V
121. Laboratory Technician I
122. Legal Aide
123. Legal Assistant I

124. Legal Assistant II
125. Librarian I
126. Librarian II
127. Librarian III
128. Light Equipment Operator
129. Marine Engineman I
130. Master Fisherman I
131. Mechanic I
132. Mechanic II
133. Mechanical Plant Operator I
134. Medical Officer II
135. Medical Officer III
136. Medical Officer IV
137. Medical Officer V
138. Metal Worker I
139. Nurse I
140. Nurse II
141. Nurse Maid I
142. Nursing Attendant I
143. Nutritionist Dietitian I
144. Nutritionist Dietitian II
145. Nutritionist Dietitian III
146. Photoengraver II
147. Planning Officer I
148. Planning Officer II
149. Planning Officer III
150. Planning Officer IV
151. Planning Officer V
152. Printing Shop Foreman
153. Project Development Assistant
154. Project Development Officer I
155. Project Development Officer II
156. Project Development Officer III
157. Project Development Officer IV
158. Project Development Officer V
159. Project Evaluation Officer IV
160. Proofreader I
161. Proofreader II
162. Psychologist I
163. Public Schools District Supervisor
164. Publication Production Supervisor
165. Records Officer II

166. Registrar I
167. Registrar II
168. Reproduction Machine Operator I
169. School Farm Demonstrator
170. School Farming Coordinator I
171. School Farming Coordinator II
172. School Farming Coordinator III
173. School Librarian I
174. School Librarian II
175. School Librarian III
176. Science Research Assistant
177. Science Research Specialist II
178. Science Research Technician I
179. Science Research Technician II
180. Science Research Technician III
181. Science Research Technician IV
182. Scriptwriter I
183. Security Guard I
184. Security Guard II
185. Security Guard III
186. Security Officer I
187. Senior Administrative Assistant I
188. Senior Administrative Assistant II
189. Senior Administrative Assistant III
190. Senior Administrative Assistant V
191. Senior Bookkeeper
192. Senior Education Program Specialist
193. Senior Health Program Officer
194. Senior Science Research Specialist
195. Social Welfare Officer I
196. Special Investigator II
197. Special Investigator III
198. Statistician Aide
199. Statistician I
200. Statistician II
201. Statistician III
202. Supervising Administrative Officer
203. Supervising Education Program Specialist
204. Supervising Health Program Officer
205. Supply Officer I
206. Supply Officer II
207. Teacher Credentials Evaluator I

- 208. Teacher Credentials Evaluator II
- 209. Teacher Credentials Evaluator III
- 210. Teachers' Camp Superintendent
- 211. Teaching Aids Specialist
- 212. Technical Education and Skills Development Analyst
- 213. Typesetter II
- 214. Utility Foreman
- 215. Utility Worker
- 216. Vocational Education Supervisor I *
- 217. Vocational Education Supervisor II
- 218. Vocational Education Supervisor III
- 219. Warehouseman III
- 220. Watchman I
- 221. Watchman II