



Republic of the Philippines  
**Department of Education**  
Region III  
SCHOOLS DIVISION OF BULACAN

January 15, 2024

**DIVISION MEMORANDUM**

No. 025 , s. 2024

**FIRST REGIONAL CONGRESS AND SEMINAR-WORKSHOP ORGANIZED BY  
THE DEPARTMENT OF EDUCATION NATIONAL EMPLOYEES UNION  
REGION III (DepEd-NEU R3) CHAPTER**

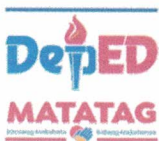
To: Public Schools District Supervisors  
Elementary and Secondary Schools Heads  
DepEd-NEU SDO Bulacan Chapter Officers and Members  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is the Unnumbered Regional Memorandum, s. 2024 dated January 3, 2024, Re: Conduct of the First Regional Congress and Seminar Workshop Organized by the Department of Education National Employees Union Region III (DepEd-NEU R3) Chapter (Enclosure No. 1).
2. The activity's main objectives are as follows:
  - a) To provide relevant and up-to-date information on administrative and finance support functions within the education sector;
  - b) To enhance the skills and competencies of non-teaching personnel in performing their respective roles effectively;
  - c) To foster a collaborative and supportive network among non-teaching personnel across the region.
3. This Office highly encourages all District Supervisors and School Heads of the Schools Division of Bulacan to allow our eligible non-teaching personnel to attend the said activity, provided that their participation will not affect any office operation.
4. Online confirmation of attendance shall be made through this link:  
<https://bit.ly/48EMCYR>
5. The registration fee, travel, and incidental expenses of the participants shall be charged against school local fund subject to the usual accounting and auditing rules and regulations.
6. Participants are directed to submit a **Certification on Availability of Funds** signed by the school head for verification and attachment for request of travel authority.
7. For more details about the said activity, please contact our DepEd SDO Bulacan Chapter President, **Mr. Ray**

**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)





Republic of the Philippines  
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Region III  
SCHOOLS DIVISION OF BULACAN

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**Angelo G. Zialcita** at 0923-238-7871/ [rayangelozialcita@deped.gov.ph](mailto:rayangelozialcita@deped.gov.ph) or any of our SDO Bulacan chapter officers.

8. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious disease.
9. Immediate and wide dissemination of this Memorandum is enjoined.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

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**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan  
**Website:** <https://bulacandeped.com>  
**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

**REGIONAL MEMORANDUM**

No. \_\_\_\_\_, s. 2024

**CONDUCT OF THE FIRST REGIONAL CONGRESS AND SEMINAR WORKSHOP  
ORGANIZED BY THE DEPARTMENT OF EDUCATION NATIONAL EMPLOYEES  
UNION REGION III (DepEd-NEU R3)  
CHAPTER**

To : Schools Division Superintendents

1. The DepEd-NEU R3 will hold the 1<sup>st</sup> Regional Congress and Seminar-Workshop on February 20 to 22, 2024 at Subic Bay Travellers Hotel, SBMA, Subic, Zambales with the theme "Matatag na DepEd, Kaagapay ng Matatag na NEU."
2. This activity aims to:
  - a. To provide relevant and up-to-date information on administrative and finance support functions within the education sector.
  - b. To enhance the skills and competencies of non-teaching personnel in performing their respective roles effectively.
  - c. To foster a collaborative and supportive network among non-teaching personnel across the region.
3. Thus, a registration fee of Six Thousand Pesos (6,000.00) shall be charged to each participant to cover expenses for Food and Accommodation for 3 Days and 2 Nights, Honoraria of Speakers, Certificates, and other related expenses.
4. The registration fee, travel and incidental expenses of the participants shall be charged against local funds such as but not limited to Regional/Division/Schools Maintenance and Other Operating Expenses (MOOE), and or Special Education Fund (SEF), and other possible sources subject to the usual accounting and auditing rules and regulations.
5. Eligible participants indicated in the provided list of DepEd NEU (Enclosure 1) may opt to attend the said activity provided that their participation will not affect their office operation.
6. Attendance of the participants shall be on **Official Business**.
7. Arrival and registration of participants shall be in the morning of Day 1 February 20, 2024. The first meal to be served shall be lunch in Day 1, while the last meal to be served shall be pm snacks.



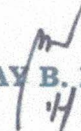
Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89 Email Address: region3@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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8. Online confirmation of attendance shall be made through:  
<https://bit.ly/48EMCYR>.
9. For information and guidance of all concerned.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Encl.: As stated

PROC1  
January 3, 2024



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**Address:** Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89 **Email Address:** region3@deped.gov.ph

**First Regional Congress and Seminar-Workshop of the Department of Education  
– National Employees Union Region III Chapter**

**Subic Bay Travellers Hotel, Subic Zambales  
February 20 to 22, 2024**

**TRAINING MATRIX**

**Day 1 (February 20, 2024)**

7:00am – 11:30am

Arrival and Registration of Participants

1:30pm to 3:00pm

**Opening Program**

- Invocation
- National Anthem
- Welcome Remarks  
Edward Bonn F. Manuel – Regional President
- Introduction of Keynote Speaker  
Jessie L. Amin, EdD, CESO V – Assistant Regional Director
- Keynote Address  
May B. Eclar, PhD, CESO III - Regional Director

3:00pm to 5:00 pm

**Session 1: Human Resource Management**

Cecil Anyayahan – Project Development Officer V – BHRD  
HRDD

5:00 pm to 5:30 pm

Open Forum

**Day 2 (February 21, 2024)**

8:00am to 9:00am

**Session 2: Records Management**

by Ms. Olivia M. Sibug – Records Officer

9:00am to 10:00am

**Session 3: Financial Management Part 1**

by Ms. Angelina S. Manio – Supervising Administrative  
Officer Finance Division

10:00am to 11:00am

**Session 4: Financial Management Part 2**

by Mr. Raymond Martin Gonzales – Accountant II

11:00am to 11:30am

Open Forum

1:00pm to 2:00pm

**Session 5: Procurement Management**

by Mr. Antonio G. Arquero – Chief Administrative Officer

2:00pm to 3:30pm

**Session 6: Work Ethics**

by Atty. Ariz Cawilan – Director of Bureau of Learning

Resources

3:30pm to 4:30pm Microsoft Office Suites  
by Microsoft Philippines

4:30pm to 5:00pm Open Forum

**Day 3 (February 22, 2024)**

8:00am to 10:00am **Session 7:** NEU Updates  
by Atty. Domingo Alidon – NEU National President

10:00am to 11:30 Open Forum

01:00pm to 3:00pm **Closing Program**

- Awarding of Certificates
- Closing Remarks

Jessie L. Amin EdD, CESO V – Assistant Regional  
Director

**Master of Ceremonies – Eugene Yango**



**LIST OF POSITIONS OF EMPLOYEES AUTHORIZED  
TO ATTEND THE 1st REGIONAL CONGRESS AND  
SEMINAR-WORKSHOP OF THE DEPED-NEU R3**

- 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

- 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



- 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 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

- 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