



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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June 18, 2019

DIVISION MEMORANDUM

NO. 266 s. 2019

**COLLECTIVE NEGOTIATION AGREEMENT BETWEEN THE DEPARTMENT OF EDUCATION
AND THE DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEES UNION**

To: Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the DepEd Memorandum No. 069, s. 2019, announcing the approval of the Collective Negotiation Agreement (CAN) between the Department of Education (DepEd) and the Department of Education-National Employees Union (DepEd-NEU) by the Civil Service Commission (CSC), after compliance with the prescribed requirements and in accordance with Executive Order No. 180 dated June 1, 1987 and Resolution No. 2, s. 2004 of the Public Sector Labor Management Council.
2. For details, please see attached DepEd Memorandum and other enclosures.
3. Immediate dissemination of this Memorandum is desired.


NERI C. OJASTRO, Ed.D., CESE

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education

31 MAY 2019

DepEd MEMORANDUM
No. **069**, s. 2019

**COLLECTIVE NEGOTIATION AGREEMENT BETWEEN THE DEPARTMENT OF EDUCATION
AND THE DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEES UNION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Civil Service Commission (CSC) has approved the Certificate of Registration of the Collective Negotiation Agreement (CNA) between the Department of Education (DepEd) and the Department of Education-National Employees Union (DepEd-NEU) after compliance with the prescribed requirements and in accordance with Executive Order No. 180 dated June 1, 1987 and Resolution No. 2, s. 2004 of the Public Sector Labor-Management Council.
2. Enclosed is a copy of the said CNA between DepEd and the DepEd-NEU with **Registration No. 1468 dated August 30, 2018** for information and reference. **The registration is binding between parties during the period of its effectivity from May 2, 2018 to May 1, 2021.**
3. Pursuant to the pertinent provisions of the CNA, the following annexes are also enclosed:
 - a. Annex "A" – List of Plantilla Positions of Nonacademic Rank-and-File Employees of DepEd (per Article IV of the CNA);
 - b. Annex "B" – List of Office Furnitures, Fixtures and Equipment (per Section 6.2, Article IV of the CNA);
 - c. Annex "C" – Certificate of Registration of the CNA
 - d. Annex "D" – DepEd Order No. 23, s. 2018 (per Section 4, Article IV of the CNA)
4. For more information, contact the **Department of Education-National Employees Union** at telephone no. (02) 636-3549 or e-mail at neu.deped@yahoo.com.
5. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum (No. 69, s. 2018)

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE

EMPLOYEES

OFFICIALS

ORGANIZATIONS

SOCIETY OR ASSOCIATIONS

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

page 1 of 6 pages

- 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 Teachers Camp Superintendent
- 32 . Attorney I
- 33 . Attorney II
- 34 . Attorney III
- 35 . Attorney IV
- 36 . Attorney V
- 37 . Board Secretary II
- 38 . Bookkeeper
- 39 . Cash Clerk I
- 40 . Cashier I
- 41 . Cashier II

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

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

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

page 3 of 6 pages

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

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

page 4 of 6 pages

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

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

page 5 of 6 pages

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

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

page 6 of 6 pages

- 213 . Teachers' Camp Superintendent
- 214 . Teaching-Aids Specialist
- 215 . Technical Education and Skills Development Analyst
- 216 . Typesetter II
- 217 . Utility Foreman
- 218 . Utility Worker
- 219 . Vocational Instruction Supervisor I
- 220 . Vocational Instruction Supervisor II
- 221 . Vocational Instruction Supervisor III
- 222 . Vocational Placement Coordinator
- 223 . Warehouseman III
- 224 . Watchman I
- 225 . Watchman II

"ANNEX B"

LIST OF OFFICE FURNITURE, FIXTURES & EQUIPMENT*

National Executive Office

1. Table & Chair for the National President
2. Table & Chair for the Secretary General
3. Table & Chair for the Board Chairman
4. Conference Tables & Chairs for the NEC & NBOT
5. Cabinet
6. Steel Cabinet
7. Sala Set
8. 4 sets Computer
9. 1 set Printer
10. Telephone with Internet connection
11. Photocopier
12. Wall Clock
13. Refrigerator
14. LCD Projector
15. Bulletin Board

Regional and Division Chapters Office

1. 2 Tables
2. 2 Chairs
3. 1 Steel Cabinet
4. 1 set Computer w/ Printer
5. Photocopier
6. Wall clock
7. Cabinet
8. Telephone with Internet connection
9. Bulletin Board

Office Supplies (For National, Regional and Division Chapter Offices)**

1. Puncher
2. Stapler with Staple Wire
3. Staple Remover
4. Folder
5. Ballpens
6. Pentel Pens
7. Fastener
8. Bond Paper
9. Glue

* Memorandum Receipts (MR) to the office furniture, fixtures and equipment will be in the name of the respective Union Presidents in the Central, Regional and Division Offices

** Office Supplies will no longer be provided for by the DEPARTMENT as soon as the UNION commences collection of dues from their members, except for the reproduction of materials as cited in MC 16, s. 1988.

CERTIFICATE OF REGISTRATION

Collective Negotiation Agreement

No. 1468

"ANNEX C"

Pursuant to the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, the Collective Negotiation Agreement entered into by and between the

DEPARTMENT OF EDUCATION NATIONAL EMPLOYEES UNION

and the

DEPARTMENT OF EDUCATION (DepEd)

DepEd Complex, Meralco Avenue, Pasig City

having complied with the prescribed requirements in the abovementioned Rules is registered by the Commission and is binding between the parties thereof during the period of its effectivity from **May 2, 2018** to **May 1, 2021**.

Issued this 30th day of August 2018 in Quezon City.


ALICIA dela ROSA-BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

VACANT
Commissioner

Attested by:


RAFAEL N. MARCO
OIC Director IV

Human Resource Relations Office



"ANNEX D"

Republic of the Philippines
Department of Education

10 MAY 2018

DepEd ORDER
No. **023** s. 2018

**IMPLEMENTATION OF THE FLEXIBLE WORKING HOURS
FOR THE NON-TEACHING PERSONNEL**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) adopts flexible working hours for non-teaching personnel pursuant to Section 6, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 and Memorandum Circular No. 14, s. 1989 of the Civil Service Commission, and consistent with the administration's agenda to expand the scope of employee welfare to respond to felt and reasonable needs of our personnel.

2. All DepEd officials and employees shall render not less than eight (8) hours of work a day for five (5) days for a total of forty (40) hours a week, exclusive of time for lunch. This shall not be reduced by the adoption of flexible working hours.

3. Flexible working hours shall apply to all non-teaching personnel in the Central, Regional, and Schools Division Offices.

4. Flexible working hours starts from **7:00 a.m. to 9:30 a.m.** and ends from **4:00 p.m. to 6:30 p.m.**

5. An employee reporting for work at anytime between 7:00 a.m. to 9:30 a.m., must complete the required eight (8) hours of work per day. An employee who reports after 9:30 a.m. shall be considered tardy. An employee shall be considered on undertime if he/she arrives between 7:00 a.m. to 9:30 a.m. but fails to complete 8 hours of work. Existing Civil Service policies on tardiness and undertime shall apply.

6. Despite the adoption of flexible working hours, heads of offices shall ensure the continuous delivery of service in their respective offices during the core working hours of 8:00 A.M. to 5:00 P.M.

Heads of offices which render frontline services shall ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break and after regular working hours, pursuant to the provisions of Republic Act No. 9485, or the *Anti-Red Tape Act of 2007*, and its implementing rules and regulations.

7. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provisions of Republic Act No. 8491, or the *Flag and Heraldic Code of the Philippines*.

8. This Order shall take effect immediately.

9. All other issuances, rules and regulations, and provisions that are inconsistent with these guidelines are hereby repealed or modified accordingly.

10. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: None

References:

DECS Order (No. 58, s. 1989)

DepEd Order (No. 31, s. 2014, No. 30, s. 2016)

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE
BUREAUS AND OFFICES
CHANGE
EMPLOYEES
OFFICIALS
POLICY
RULES AND REGULATIONS
SERVICE