Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan

June 17, 2019

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Personnel
DepEd-Aklan NEU Officers and Members
All others concerned

Dear Sirs/Mesdames:

Please find attached DepEd Memorandum No. 069, s. 2019 entitled: **"Collective Negotiation Agreement Between the Department of Education and the Department of Education-National Employees Union."**

For your information and guidance.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JOSE NIRO R. NILLASCA
Officer-in-Charge
Office of the Assistant Schools Division Superintendent
In-Charge of the Division

Division Letter
No. 70, s. 2019

RFD

"May katawhayan ag kalipayan sa among mga escuelahan."

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

(Enclosure to DepEd Memorandum No. 069, s. 2019)

"ANNEX A"

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

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

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 Maintence 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 . Draftsmant 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

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

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

LIST OF NONACADEMIC RANK-AND-FILE POSITIONS

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

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

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. 1 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.

CSC
IL SERVICE COMMISSION
public of the Philippines

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 A. MARCO

"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.: N o n e

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