



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

10 July 2024

DIVISIONAL MEMORANDUM

No. *193*, s. 2024


DISSEMINATION OF REGIONAL MEMORANDUM NO. 492, S. 2024 ADDENDUM TO REGIONAL MEMORANDUM NO. 433, S. 2024 - IMPLEMENTATION OF THE APDS DEDUCTION OF UNION DUES FROM THE SALARIES OF DEPED-NEU MEMBERS IN REGION X

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All others concerned
This Division

1. This refers to Regional Memorandum No. 492, s. 2024 relative to the Implementation of the Automatic Payroll Deduction System (APDS) Deduction of Union Dues from the salaries of DepEd National Employees' Union (NEU) Members in Region X.
2. This office requests the submission of the following documents prior to effecting the monthly membership dues to members in the APDS not later than July 26, 2024.
 - a. Application for Membership
 - b. Authorization to Deduct
3. Attached is a copy of Regional Memorandum No. 0492, s. 2024; List of Nonacademic Rank and File Positions; Application for Membership and Authorization to Deduct for information and guidance.
4. Immediate dissemination of this Memorandum to all concerned is desired.

NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

p.p.


ATTY. VINCENT SHELDON A. ZABALA
Attorney III

References: As stated
To be indicated at the Perpetual Index
Under the following subjects:

DEDUCTIONS

DJY/DM- DISSEMINATION OF REGIONAL MEMORANDUM NO. 492, S. 2024 ADDENDUM TO REGIONAL MEMORANDUM NO. 433, S. 2024 - IMPLEMENTATION OF THE APDS DEDUCTION OF UNION DUES FROM THE SALARIES OF DEPED-NEU MEMBERS IN REGION X
July 10, 2024



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph



PANDONG
#PadayonAsensoOzamiz



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



July 01, 2024

REGIONAL MEMORANDUM
No. 0492, s. 2024

ADDENDUM TO REGIONAL MEMORANDUM NO. 433, S. 2024 RE:
IMPLEMENTATION OF THE APDS DEDUCTION OF UNION DUES FROM
THE SALARIES OF DEPED-NEU MEMBERS IN REGION X

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Designated NEU Division Presidents or Focal Persons
All Others Concerned

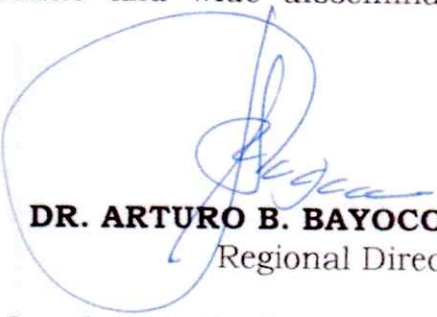
1. This refers to Regional Memorandum No. 433, s. 2024 relative to the Implementation of the Automatic Payroll Deduction System (APDS) Deduction of Union Dues from the salaries of DepEd National Employees' Union (NEU) Members in Region X.
2. Recognizing the existence of DepEd NEU, this Office requests the DepEd NEU Regional President with the Division Presidents or Focal Persons to facilitate the submission of the following documents prior effecting the monthly membership dues of members in the APDS:
 - a. Application for Membership
 - b. Authorization to Deduct
3. All documents from each Division must be duly endorsed and transmitted by the DepEd NEU Division President to the DepEd NEU Regional President, **Mr. Nichol V. Salido**, Nurse II of the Schools Division Office of Cagayan de Oro City. The DepEd NEU Regional President, shall then in turn, **endorse the Authorization to Deduct to the Regional Payroll Services Unit (RPSU) once the membership documents and authorization to deduct are found to be in order.**
4. Henceforth, the Regional Office will coordinate with the DepEd NEU Regional President as to reportorial requirements (e.g. consolidated list of NEU members entitled to CNA incentive). Furthermore, **the monthly membership fees shall be deducted only through the APDS once an account number where the deductions will be remitted is provided, officially endorsed by the DepEd NEU.**
5. All NEU Division Presidents are advised to closely coordinate with **Mr. Nichol V. Salido at 0917-324-9060 or nichol_salido@yahoo.com**, for matters relative to DepEd NEU.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email: region10@deped.gov.ph
Website: r10.deped.gov.ph

6. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

7. This Office directs the immediate and wide dissemination of this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: List of Nonacademic Rank-and-File Employees, Forms for Membership and Authority to Deduct To be indicated in the Perpetual Index under the following subject:

DEDUCTIONS

DTS No. 24-120539

ASD-PS/amma-d



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

July 01, 2024

REGIONAL MEMORANDUM

No. _____, s. 2024

ADDENDUM TO REGIONAL MEMORANDUM NO. 433, S. 2024 RE:
IMPLEMENTATION OF THE APDS DEDUCTION OF UNION DUES FROM
THE SALARIES OF DEPED-NEU MEMBERS IN REGION X

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Designated NEU Division Presidents or Focal Person
All Others Concerned

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DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: List of Nonacademic Rank-and-File Employees, Forms for Membership and Authority to Deduct
To be indicated in the Perpetual Index
under the following subject:

DEDUCTIONS

ASD-PS/amma-d

MB
prepares a separate
letter to sub-DO
copy of the reg. memo and
ack + formally identify where
collected amount with the deposited.
How, who/how will or be
transferred to us?
proposed

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

page 2 of 6 pages

- 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



Department of Education
NATIONAL EMPLOYEES' UNION
(DepEdNEU)

3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Website: depedneu.wordpress.com / eMail: depedneu@gmail.com
Direct Line: Telefax: (02) 636-3549
DOLE-CSC REG. NO. 1737
CSC ACCREDITATION NO. 862
CNA Registration No. 162



APPLICATION FOR MEMBERSHIP

I, _____ wishes to apply for membership with the
(Last Name) (First Name) (MI)

DepEd-NEU. I understand that, as a union member, I will abide by its Constitution and By Laws, and all the lawful orders, policies and program set by the UNION or, by its authorized representatives.

Civil Status: _____ Sex: _____ Age: _____ Date of Birth: _____
Place of Birth: _____ Home/City Address: _____
Residence Tel. No. _____ Cellphone No.: _____ Fax No.: _____
Region: _____ Division/School Address: _____
Office Tel. No.: _____ Email Address: _____ Designation: _____
Employment Status: _____ Yrs. in Service: _____ Date of Filing: _____
Spouse Name: _____ Occupation: _____ Office/Address: _____

Name of Dependent/Children	Date of Birth	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please notify (in case of emergency):
Name: _____ Relationship: _____ Tel. No.: _____
Address: _____ Cellphone No.: _____
Date Submitted: _____ Applicant's Employee Number: _____

Submitted by: _____

(for internal office use only)
Application received by/Date: _____
Application Form Control No.: _____
Assigned Identification Card No. _____

Application Approved by:

(Signature Over Printed Name)

DepEd NEU Treasurer Control
Control No.: _____
OR No. : _____
Payment Date: _____

"Annex C"

(DepEdNEU Form No. 1/5-01)



Department of Education
NATIONAL EMPLOYEES' UNION
(DepEdNEU)

3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Website: depedneu.wordpress.com / eMail: depedneu@gmail.com
Direct Line: Telefax: (02) 836-3549
DOLE-CSC REG. NO. 1737
CSC ACCREDITATION NO. 862
CAN Registration No. 162



AUTHORIZATION TO DEDUCT

To: Payroll Services Unit/Cash Division
Department of Education
Regional/Division Office No.
Address: _____

Note to the Applicant:
*Please sign this **AUTHORIZATION** on the space provided below to avoid delay in processing of your application.*

I hereby authorize the Department of Education, Payroll Service Unit/Cash Division/School to immediately facilitate deduction from my monthly salary the amount of **ONE HUNDRED FIFTY PESOS** (Php 150.00) through **APDS CODE No. 2039**, representing payment of my union dues amounting to one hundred pesos (Php 100.00) and mutual aid contribution in the amount of fifty pesos (Php 50.00).

_____/_____/_____
(Division No.) (Station No.) (Employees No.)

(Applicant's Signature Over Printed Name)



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

24-119629
 DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE NO.
RELEASED
 2/049
 By: 
 Date: 6-18-24

June 18, 2024

REGIONAL MEMORANDUM
 No. 0433 s. 2024

IMPLEMENTATION OF THE APDS DEDUCTION OF UNION DUES
 FROM THE SALARIES OF DEPED-NEU MEMBERS IN REGION X

To: Schools Division Superintendents
 All Others Concerned

1. This issuance refers to **DepEd Memorandum-OASOPS-2023-130** on the **Implementation of APDS Deductions of Union Dues from the Salaries of DepEd-NEU Members of Region X, for information, guidance, and appropriate action.**
2. Please submit to this Office the list (in soft and hard copies) of DepEd-NEU members with the corresponding authority to deduct, using the attached template, the soonest possible time.
3. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

EMPLOYEES ORGANIZATION CONGRESS

ESSD/ czt





Republic of the Philippines
Department of Education
OPERATIONS

MEMORANDUM

TO: **RUTH L. FUENTES**
 Regional Director, Region IX

ARTURO B. BAYOCOT
 Regional Director, Region X

L. B.

FROM: **FRANCIS CESAR B. BRINGAS**
 Assistant Secretary for Operations

SUBJECT: **Endorsement of the Resiteration on the Implementation of the APDS Deduction of Union Dues from the Salaries of DepEd-NEU Members in Regions IX and X**

DATE: **June 26, 2014**

This office **favorably endorses** the proposal of Mr. ... of the ... National President, Department of Education ... regarding his request for ... of the ... implementation of the ... Automatic Payroll Deduction (APD) ... from the ... salaries of DepEd-NEU members in Regions IX and X ...

For your appropriate action.

Thank you.



Department of Education
NATIONAL EMPLOYEES' UNION

24 Donnelly Bldg., DepEd Complex, Moriones Ave., Pasig City
E-mail Address: depnedemployeesunion@gmail.com
Telefax: (02) 8628-3649
DEPED-CEU Registration No. 1111
Aurora Tower Bldg. 803



2022-2025

NATIONAL OFFICERS

NATIONAL EXECUTIVE OFFICERS

- ATTY. DOMINGO B. ALIDON
National President
- FRANK L. BALABAN
National Secretary
- ROBERTO C. MACAGAL, JR.
DepEd. Division Office, Region X
- ATTY. GLENN W. MONTES
DepEd. Division Office, Region X
- ANTONIO FORNIA
DepEd. Division Office, Region X
- PROFESSOR R. BENTO, JR.
DepEd. Division Office, Region X
- GENE PATRICK J. WYRALER
National Treasurer
- FRANK E. SALCERON
DepEd. Division Office, Region X
- ATTY. JOSE B. GUARINO
National Auditor

NATIONAL BOARD OF TRUSTEES

- JOHNNY G. DELAVIERO
Chairman
- BOARD OF TRUSTEES ON DOMINICA W. LIM**
- Region 1 Chapter President
- ATTY. JOSE MARI MARGOLLEY
Region 1 Chapter President
- ROBERTO C. MACAGAL, JR.
Region 2 Chapter President
- GEN CARLOS O. VENTURA
Region 3 Chapter President
- ISABELITA A. RAMPAKAN
Region 4 Chapter President
- SPENCER L. VICERA
Region 5 Chapter President
- ATTY. ELIZABETH JENIELLO
Region 6 Chapter President
- JOSE L. CASAYAN
Region 7 Chapter President
- WYNONA D. ABRE
Region 8 Chapter President
- FRANCISCO DELA CRUZ, JR.
Region 9 Chapter President
- SCHEDE WALBERGA BALDI
Region 10 Chapter President
- R. NEL MADRIBANAC
Region 11 Chapter President
- NORMAN VALDEPUSO
Region 12 Chapter President
- ATTY. JOSE B. GUARINO
Region 13 Chapter President
- ATTY. WILSON L. ESTRELLA
Region 14 Chapter President
- REYNALDO A. A. A.
Region 15 Chapter President
- ATTY. DOMINGO B. ALIDON
Region 16 Chapter President
- JOHNNY G. DELAVIERO
Region 17 Chapter President
- SPENCER L. VICERA
Region 18 Chapter President

January 06, 2023

DR. ARTURO B. BAYOCOT

Regional Director, Region X
Department of Education
Masterson Avenue, Zone 1
Cagayan de Oro City
Misamis Oriental

Attention

ATTY. SHIRLEY O CHATTO

Chief Administrative Officer
Administrative Division


Dear Director Bayocot

This is to respectfully inform you of the breakdown / distribution of the monthly membership dues of members of the DepEd National Employees Union for your information and ready reference

Breakdown / Distribution	Amount
Mutual Aid	Php 50.00
Operational Expenses - National	40.00
Operational Expenses - Regional Chapter	30.00
Operational Expenses - Division Chapter	30.00
Total	Php 150.00

Thank you so much for your sustained support to the DepEd NEU and its endeavors for the benefit of all non-teaching personnel of the Department

Very truly yours,


ATTY. DOMINGO B. ALIDON
National President, DepEd NEU