



October 29, 2019

REGIONAL MEMORANDUM

No. 699, s. 2019



SUBJECT: DISSEMINATION OF VARIOUS DEPED ISSUANCES

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
All concerned
This Region

1. Enclosed are the following DepEd Memorandum for your information and guidance;
 - a. **Unnumbered Memorandum dated September 25, 2019- Reiterating Memorandum (OUF-2019-0114) dated June 4, 2019 on the collection of Php150.00 as Union dues and Mutual aid through APDS**
 - b. **Memorandum OUA-06-1019-0423 dated October 24, 2019 – 2nd Clustered Conferences of the DepEd Administrative Services (CCDEAS)-Records Group**
2. Please be guided by the foregoing significant DepEd Issuances to attain effective performance output, be able to timely send the right personnel to seminars/workshops, and guaranteed efficient submission of reports.
3. Immediate dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Assistant Regional Director
Officer In-Charge
Office of the Regional Director

ASD/jbr

BARCODE

2019-10-16962



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



(085) 342 - 8207
(085) 342 - 7347
(085) 341- 3899



caraga@depd.gov.ph



caraga.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 06 - 1019 - 0423
MEMORANDUM
24 October 2019



**For: Regional Directors
Schools Division Superintendents**

**Subject: 2nd CLUSTERED CONFERENCES OF THE DEPED
ADMINISTRATIVE SERVICE (CCDEAS) - RECORDS GROUP**

The Administrative Service - Records Division shall conduct the 2nd Clustered Conferences of the DepED Administrative Service - Records Group from 25-29 November 2019 (inclusive of travel time) in Bacolod City, venue (to be announced through an advisory) with the theme, "Managing Records Well: Looking Forward to a New IT-Based Environment" and "Records: Aging Carefully, Valuing Endlessly."

The activity aims to:

1. Imbue new dimensions as breakthrough initiatives for an improved records management and transformed governance in the Department;
2. Underscore the challenging role of the Records Managers with the advent of modern technology and promulgation of laws and policies affecting their functions;
3. Strengthen the commitment of the Records Managers to excellence by providing efficient frontline services aligned to quality management system; and
4. Highlight the significant contribution of the Records Managers to the Department's core deliverables, for quality, accessible, relevant and liberating basic education.

For the maximum attainment of the objectives of the Conference, the following participants are required to attend:

1. Administrative Officer (AO) V of the Administrative Division, Records Section in the Regional Office (RO), whether in permanent, acting, Officer-In-Charge (OIC) or designated in concurrent capacity; and



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMS), Bureau of Learner Support Services (BLSS), Bureau Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

OUA



2. Administrative Officer (AO) IV of the Administrative Section, Records Unit in the Schools Division Office (SDO), whether in permanent, acting, Officer-In-Charge (OIC) or designated in concurrent capacity.

Participants are allowed to attend on official business. Please see attached "Annex A" for the list of participants per Region.

Expenses to be incurred for the board and lodging, honorarium of the Resource Persons, supplies, materials, and contingency shall be charged to the Records Division. Administrative Service GASS Fund, subject to the usual accounting and auditing rules and regulations. The proper charging of traveling expenses for this activity shall be:

- a. For Central Office, Resource Persons, and DepEd Officials travelling expenses shall be charged to Records Division, Administrative Service GASS Fund;
- b. For Facilitators and members of the Working Committees from the Regional and Division Offices, travelling expenses shall be charged to their respective local funds except for plane fare which shall be charged against Records Division, GASS funds. Flight schedules and ticket bookings shall be arranged, coordinated and booked by the Central office; and
- c. For Regional and Division Offices participants, travelling expenses shall be charged to their respective local funds except for plane fare chargeable against Records Division, GASS funds and will be downloaded to their respective Regional/Division Offices. For the BARMM participants plane fare shall be downloaded through fund check. Participants are advised to avail of the economy plane fare within the downloaded amount indicated in "Annex A". Other charges that may be incurred (i.e. rebooking fees) shall be charged to the participant's personal account.

In case of the excess in the downloaded amount for plane fare, this shall be utilized for travelling expenses, for that matter. For participants who will travel by plane, (by buying the cheapest economy class), please be advised to book your flights as soon as the **Advisory** for the **venue** have been issued.

The expected arrivals, schedules for meals and accommodation of the participants shall be as follows:

	Participants	National Working Committee	Technical Committee
Check-in	Nov. 25, 2019, on or after 12:00 noon	Nov. 24, 2019, on or after 12:00 noon	
Check-out	Nov. 29, 2019, on or before 12:00 noon	Nov. 29, 2019, on or before 12:00 noon	
1 st Meal	Lunch on Nov. 25, 2019	Lunch on Nov. 24, 2019	
Last Meal	AM Snack on Nov. 29, 2019	AM Snack on Nov. 29, 2019	

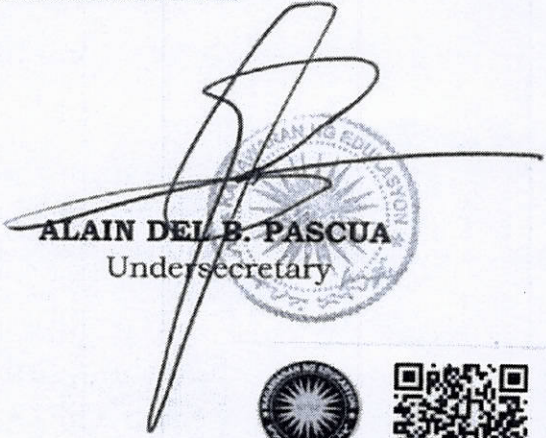


All other expenses beyond the proper charging and schedules of accommodation/ meals indicated in this memorandum shall be charged to participant's personal account.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at **deped.in/2ndccdeasrecords** on or before **08 November 2019**. A **NO REGISTRATION, NO ACCOMMODATION** policy shall be implemented, thus, strict compliance to the deadline of online registration is enjoined.

For more information, all concerned may contact Mesdames **Alma D. Apanay** or **Rose Marie D. Moscoso**, Administrative Officers V, Records Division, Administrative Service, DepEd Central office through Tel. Nos. (02) 633-72-18 or (02) 687-14-49 and email address: deped.records3@gmail.com.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary

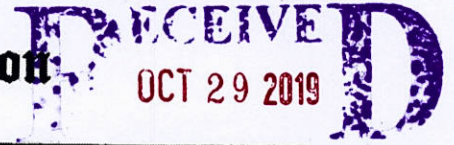


OUAMEMO06-1019-0423
To authenticate this document
please scan the QR Code



Republic of the Philippines
Department of Education

DEPED RO XIII-Records



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Field Operations, HR (EWD & PD)
and DEACO

By: J. 16907

25 September 2019

MEMORANDUM

For : Regional Directors
Heads, Payroll Servicing Units

The DepEd National Employees Union (DepEd-NEU) with Registration No. 1468 dated August 30, 2018 has entered into Collective Negotiation Agreement (CNA) which was announced under DepEd Memorandum No. 69, s. 2019.

Section 2 of Article X of the Constitution and By-Laws of the DepEd-NEU provides that "every member shall pay dues to the UNION in the amount of One Hundred Pesos (Php 100.00) which shall be collected xxx. In addition to the monthly dues, an amount of Fifty Pesos (Php 50.00) shall be collected from each member for Mutual Aid".

On 27 May 2019, the Department has approved the requests of DepEd-NEU and issued **Automatic Payroll Deduction System (APDS) Code No. 2039** exclusively for the payment of union dues and mutual aid amounting to **One Hundred Fifty Pesos (Php 150.00)**.

In this regard, this is to reiterate the Memorandum (OUF-2019-0114) dated 04 June 2019 issued by the Undersecretary for Finance, Annalyn M. Sevilla, instructing the Payroll Servicing Units to effect the creation and use of the said code in the payroll system. As such, in order to implement the above provisions, please coordinate with the respective DepEd-NEU Regional Chapter Presidents on the list of DepEd-NEU members for the payment of union dues and mutual aid to be deducted from their respective payroll.

For further details and concerns, please contact the DepEd-NEU who "shall be solely responsible for any issue or complaint that may be raised on the matter" at telephone number (02) 633-7247 or email address: depedneu@gmail.com.

Please be guided accordingly.


Atty. REVSEE A. ESCOBEDO
Assistant Secretary
OIC, Office of the Undersecretary
Field Operations, HR-EWD and PD, and DEACO

