



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

November 18, 2024

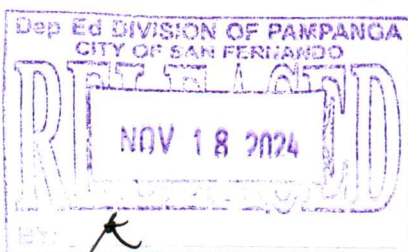
DIVISION MEMORANDUM
No. **758**, s. 2024

**DISTRIBUTION OF INSURANCE CARDS FOR BONAFIDE NEU MEMBERS
OF SDO PAMPANGA**

To: SDO Pampanga National Employees' Union (NEU) Members
NEU Focal Persons

1. In relation to the issuance of Insurance Cards to all bonafide NEU members of SDO Pampanga, the following procedures shall be followed for the proper distribution of insurance cards, to wit:
 - a. The District and Cluster NEU Focal Person is requested to prepare a master list of all non-teaching personnel within their district. The list must identify bonafide NEU members and non-members.
 - b. NEU members in each district & cluster shall pick up their insurance cards from the District/Cluster NEU Focal Person. The Focal Person will then distribute the insurance cards of non-teaching personnel to the appropriate individuals in their district/cluster.
 - c. Any issues or concerns raised by NEU members regarding their issued insurance cards must be reported to the District/Cluster NEU Focal Person. The Focal Person will be responsible for consolidating all concerns and submitting them to the Administrative Officer V for coordination with the NEU main office.
2. The reporting templates may be accessed through this link: https://bit.ly/NEU_SDOP_icards.
3. This Division Memorandum shall serve as the travel authority of the NEU district/cluster focal person who shall receive the insurance cards of the NEU members in the Administrative Office starting November 15, 2024, on official time.
4. Immediate dissemination and compliance with this Memorandum is desired.

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