October 13, 2026

DIVISION MEMORANDUM
No. 618, s. 2026

ONLINE ENCODING OF NEU MEMBERS' INFORMATION FOR THE RATIFICATION AND REGISTRATION OF THE 2025 COLLECTIVE NEGOTIATION AGREEMENT (CNA)

To: All DepEd National Employees' Union (NEU) Members
Public Elementary and Secondary School-based Non-Teaching Personnel
Others Concerned

1. In connection with the ongoing ratification and registration of the signed 2025 Collective Negotiation Agreement (CNA) between the DepEd National Employees' Union (NEU) and DepEd Management, and in compliance with the requirements of the Civil Service Commission (CSC), all concerned non-teaching personnel are hereby requested to encode their information in the prescribed online template.

2. This covers all non-teaching personnel, **except School Heads,** who have already submitted their duly accomplished NEU Membership Forms to the Administrative Office. Concerned personnel shall encode their names and other required information through the link provided below:

Encoding Link: https://tinyurl.com/cnaratification2025

3. All concerned personnel are requested to complete the encoding **on or before October 20, 2026 (Tuesday)** to allow sufficient time for the verification, validation, and consolidation of the required information before the CNA ratification deadline of October 26, 2026.

4. Personnel are reminded to ensure that the information encoded is accurate, complete, and consistent with their official personnel records and submitted NEU Membership Forms to avoid discrepancies during validation.

5. School Heads and Heads of Functional Divisions, Offices, and Units are requested to facilitate the immediate dissemination of this Memorandum to all concerned non-teaching personnel under their respective jurisdictions.

6. The information collected shall be used exclusively for the documentation, ratification, and registration of the 2025 CNA, subject to applicable data privacy laws and regulations.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

7. Upon completion of the encoding, updating, and validation of the required information, the consolidated NEU membership at the Division level, the list shall be printed for the signatures of all concerned members. The schedule, venue, and other arrangements for the signing of the printed forms shall be announced through a separate Division Memorandum.

8. For immediate dissemination and compliance.

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

AOAS/10-059-2026

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Department of Education
NATIONAL EMPLOYEES' UNION
3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Email Address: depedneupresident@gmail.com
Telefax: (02) 8636-3549
DOLE-CSC Registration No. 1737
Accreditation No. 862

NATIONAL EXECUTIVE COMMITTEE

ATTY. DOMINGO B. ALIDON
National President
EFREN LL. ALCERA
Secretary General
EDWARD BONN F. MANUEL
Deputy Secretary General, Operations
DEOGRACIAS B. GENITO, JR.
Deputy Secretary General, Membership
ATTY. JOSE MARIO M. MACARILAY
Deputy Secretary General - Luzon
ATTY. ALBERTO L. VERDILLO
Deputy Secretary General - Visayas
ENGR. ALIM J. MAGUINDANAO
Deputy Secretary General - Mindanao
GENE PATRICK G. MORALES
National Treasurer
FIDEL E. SALOSAGCOL
National Public Relations Officer
ATTY. JOSE B. GUIBONE
National Auditor
VACANT
Project Manager

NATIONAL BOARD OF TRUSTEES

JOHNNY G. BALAWAG
Chairman

MEMBERS

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Region II Chapter President
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Region III Chapter President
CARLOS J. SANCHEZ
Region IV-A Chapter President
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Region IV-B Chapter President
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Region X Chapter President
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Region XI Chapter President
DR. NORMAN S. VALEROSO
Region XII Chapter President
ATTY. JOSE B. GUIBONE
Region XIII Chapter President
JASON S. DEL ROSARIO
NCR Chapter President
ATTY. JANELLE S. DOGAO
CAR Chapter President
JOHNNY G. BALAWAG
Chapter President
ATTY. DOMINGO B. ALIDON
Central Office Chapter President
ATTY. JANELLE S. DOGAO
Board Secretary

ATTY. PATRICK M. VELEZ
Legal Counsel

PROCEDURE:

1. Download the list of members sent through your respective electronic mail by Secretary General Efren L. Alcera (depedneusecretarygeneral@gmail.com).
2. Print the excel file in three (3) copies and make sure such table can be printed in one long (8.5"x13") bond paper in landscape format containing all members in your chapter.
3. The Division Chapter President shall ensure that each member's row is all populated with the required data asked and fresh ink signed by each member in all copies.
4. The ratification shall be for a period of two (2) weeks with a deadline on **October 26, 2026**.
5. The Division Chapter President shall be responsible for updating the excel file with the newly populated required data and scanning the documents converting it to pdf copies.
6. The populated, scanned and converted pdf copies of the chapter shall be sent by the Division Chapter President to the respective email address of their Regional President as well as sending three (3) physical copies of the ratification documents duly signed by members to their respective Regional Presidents'.
7. The scanned pdf and updated excel file shall also be sent to the respective email addresses of the Regional President.
8. The Division Chapter President shall procure a certification from their respective HRMO of the total number of Plantilla non-teaching personnel in their chapter and the total number of the members of the UNION. Attached herewith as *Annex 2*. Original copies shall also be sent to their respective Regional President.
9. Once collated, the Regional President shall email all completed and updated ratification documents to the email address of Deputy Secretary for Membership Deo Genito **deogenito@gmail.com**
10. The Regional President shall hand carry two (2) copies of the signed ratification documents on a date assigned as instructed by the Secretary General. The extra copy would be kept on file by the Regional President.

DATES TO REMEMBER:

October 14-23, 2026 - Ratification Period
October 26, 2026 – Deadline for Ratification
November 3, 2026 – Filing for Registration of the 2025 CNA with the CSC

Attachments:
Annex 1 – Certification of HRMO

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AS PART OF THE CSC PROCESS FOR THE REGISTRATION OF OUR SIGNED 2025 CNA WITH THE MANAGEMENT

Steps for CNA Ratification and Registration

1.Ratification & Documentation: Secure approval from a majority (50% plus one) of rank-and-file employees, and have officials certify the supporting documents under oath.

2.Filing with the CSC: Submit four notarized copies of the agreement and required proofs to the appropriate CSC Regional Office within ninety (90) calendar days of signing.

THUS, ALL REGIONAL/DIVISION CHAPTER PRESIDENTS ARE ENJOINED TO FOLLOW STRICTLY AND IMPLEMENT THE PROCEURE LAY OUT.

MABUHAY ANG DEPED-NEU!

ATTY. DOMINGO B. ALIDON
NATIONAL PRESIDENT