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

October 26, 2026

DIVISION MEMORANDUM
No. 638 , s. 2026

SIGNING AND FINAL UPDATING OF THE 2025 COLLECTIVE NEGOTIATION AGREEMENT (CNA) RATIFICATION LIST

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

1. Relative to the previously issued Division Memorandum on the Online Encoding of NEU Members' Information for the Ratification and Registration of the 2025 Collective Negotiation Agreement (CNA), all concerned NEU members who have already encoded their information, as well as those who wish to update or correct their entries in the CNA Ratification List, are hereby advised to visit the **Administrative Office, Schools Division of Pampanga, from October 26 to 27, 2026 (Monday to Tuesday)**, to **verify their information and affix their signatures** on the printed ratification list.

2. This activity covers all concerned non-teaching personnel, except School Heads, who have submitted their duly accomplished NEU Membership Forms to the Administrative Office. Members are reminded to ensure the accuracy and completeness of their information prior to signing.

3. The signing of the CNA Ratification List shall be considered **official business**, provided that the personnel concerned have secured the necessary travel permission from their respective School Heads or immediate supervisors and that the activity does not unduly disrupt the delivery of essential services and regular office operations.

4. The signed ratification list shall serve as part of the supporting documentation for the ratification and registration of the 2025 CNA with the Civil Service Commission (CSC). All concerned members are therefore enjoined to complete the verification and signing within the prescribed period.

5. School Heads and Heads of Functional Divisions, Offices, and Units are requested to facilitate the dissemination of this Memorandum and allow concerned personnel reasonable time to accomplish the signing requirements.

6. The accomplishment of the prescribed form is a preparatory requirement to ensure the readiness of all schools for the implementation of the centralized CSM reporting system. Further instructions regarding account access, system orientation, and submission procedures shall be communicated once available.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

7. Immediate dissemination and compliance with this Memorandum are hereby directed.

For:

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

By:

MIKAEL SANDINO T. ANDREY
Education Program Supervisor
Officer-in-Charge, Office of the
Assistant Schools Division Superintendent

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