



Tanggapan ng Kalihim

Office of the Secretary

OCT 02 2009

DepED MEMORANDUM

No. **425**, s. 2009

NATIONAL CONSULTATIVE CONVENTION FOR THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) FOR NON-TEACHING PERSONNEL NATIONWIDE

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/ City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education National Employees' Union (DepED-NEU) will hold its National Consultative Convention for the Collective Negotiation Agreement (CNA) for Non-Teaching Personnel Nationwide on **October 15-16, 2009** at the Development Academy of the Philippines in Tagaytay City, Cavite with the theme, "Strengthening the Quality and Delivery of DepED Services by Improving the Quality of Life of DepED Employees through the Collective Negotiation Agreement (CNA)";
2. The Convention aims to:
 - a. Accept and discuss proposals from member-representatives from division, regional and central offices on their desired cash and non-cash benefits based on their needs at the local level;
 - b. Integrate all approved division and regional proposals into a National Petition for CNA to be submitted to DepED management;
 - c. Draw up an enhanced employee performance plan to strengthen the quality and the delivery of DepED services, considering that CNA benefits are granted based on good employee performance; and
 - d. Sustain the pro-active partnership between DepED rank-and-file employees and management for the attainment of DepED performance targets and goals.
3. Participants to this Convention are Regional Office Administrative Officers, Administrative Officers and/or Human Resource Management Officers or Personnel Officers, Finance Officers/Budget Officers in the Central, Region and Division Offices, DepED-NEU National Executive Committee (NEC) members, National Board of Trustees (NBOT) members, Standing and Special Committees members, Regional and Division Chapter Presidents, and other DepED-NEU Officers.

4. Attendance to this activity is on Official Business. A registration fee of One Thousand Five Hundred Pesos (P1,500.00) will be charged each participant to cover expenses on kit materials, bags, supplies and honoraria. Registration at the venue will start at 1:00 p.m. of October 14, 2009. Board and lodging will commence on the evening of October 14, 2009 until lunch of October 16, 2009.
5. Board and Lodging of participants, resource persons, staff and other related expenses shall be charged against Osec Funds.
6. The members of the working committees and secretariat shall be considered participants and shall pay the registration fees. They are authorized to travel one (1) day before the opening day of the Congress including the members of Accreditation Committees and Collective Negotiation Committees for briefing matters on CNA. Attendance of members of working committees and secretariat shall be cleared with their respective supervisors.
7. Travel expenses, per diem and other contingent expenses are authorized, chargeable against the local funds, subject to the usual accounting and auditing rules and regulations;
8. For details, reservation and confirmation of attendance, please fill-out the enclosed reservation form and send to the DepED-NEU Secretariat, fax nos. (02) 636-6550/(02) 633-7236 on or before October 12, 2009 or contact Ms. Elizabeth Bermoy at tel. no. (02) 637-1241 or (02) 633-7247. Participants are advised to confirm attendance on or before October 12, 2009.
9. Immediate and wide dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

- CONVENTIONS
- EMPLOYEES
- OFFICIALS
- SOCIETY or ASSOCIATIONS

**NATIONAL CONSULTATIVE CONVENTION FOR THE COLLECTIVE
NEGOTIATION AGREEMENT (CNA) FOR NON TEACHING PERSONNEL
NATIONWIDE**

Development Academy of the Philippines, Tagaytay City
October 15-16, 2009

RESERVATION FORM

_____ REGIONAL Office Representative

_____ Division Office Representative

DepED Regional Office No. _____

Location: _____

Telephone Number/s _____

Fax No/s: _____

Division/School: _____

Complete Address: _____

Telephone Number/s _____

Fax No/s: _____

	NAME	DESIGNATION	OFFICE ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____