

Republic of the Philippines **Department of Education** REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 February 2023

DIVISION MEMORANDUM No. ______066 _____s. 2023

CONDUCT OF DEPARTMENT OF EDUCATION NATIONAL EMPLOYEES' UNION (DEPED NEU-TAYABAS CITY CHAPTER) ELECTION

To: All Non-Teaching Personnel of the SDO and Schools All Others Concerned

1. Pursuant to Article I Section 2 of the Executive Order No. 180, in accordance with the 1987 Constitution, which states "All Government Employees can form, join, or assist employees' organizations of their choosing for the furtherance and protection of their interests, this office announces the Election of Officers for the DepED National Employees' Union-Tayabas City Chapter on **February 20, 2023**, **from 9:00 A.M. to 3:00 P.M.**, to be held at Puente de Alitao Hall, SDO Main Building.

2. All DepEd Tayabas non-teaching personnel and bona fide NEU members, stationed at the Schools Division Office (SDO), in the schools, or working concurrently at the SDO and in school are entitled to:

File a Certificate of Candidacy (except for Ad Hoc ELECOM); and Cast votes on the scheduled election.

3. A total of seven (11) positions shall be filled:

Chapter President, Vice-President for Internal Affairs, Vice-President for External Affairs and Cooperative Management, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Auditor, Public Relations Officer, Level 1 Representative and Level 2 Representative.

4. Certificate of Candidacy must be filed on February 16, 2023 to February 17, 2023 until 3:00 P.M. on a designated corner at the Records Unit.

5. Attached are: Enclosure 1-List of Bona fide NEU Members eligible to vote and or be elected; Enclosure 2-Timeline of Activities; Enclosure 3-Interim Guidelines on the Conduct of DepEd NEU-Tayabas Chapter Election; Enclosure 4-Ad Hoc ELECOM, and Enclosure 5-Certificate of Candidacy.



Brgy. Potol, Tayabas City

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6. Wide dissemination and strict compliance of this Memorandum is desired.

NATIVIDAD P. BAYUBAY, CESO VI Schools Division Superintendent

Encl.:

As stated

To be indicated in the Perpetual Index under the following subjects:

Employee Welfare Legislation Policy









https://depedtayabas.com/

NO		NAME		POSITION
NC.	LAST	FIRST	MIDDLE	FUSITION
-	AGUDILLA	MONTANO JR.	LAANO	SENIOR EDUCATION PROGRAM SPECIALIST
2	AGUILA	JOY LIWAYWAY	0.	ADMINISTRATIVE OFFICER II
ω	ANARETA	JOSELITO	R.	ADMINISTRATIVE OFFICER II
4	ANDANZA	DESIREE CARLA	CRUZ	ADMINISTRATIVE OFFICER II
ъ	ARANILLA	ELVIRA	R.	Admin Aide IV
6	6 ARRIOLA	NEIL ELAINE	P.	ADMINISTRATIVE ASSISTANT II
7	AUREADA	JOSEPH JAY	URTOLA	EDUCATION PROGRAM SUPERVISOR
00	AVERILLA	LARRY	Ŗ.	Security Guard I
9	BABLES	CHRISTIAN	JALBUENA	EDUCATION PROGRAM SUPERVISOR
10	10 BAER	SHARLENE	V	Nurse II
11	11 BALBAROSA	NATHANIEL	GARCIA	ADMINISTRATIVE ASSISTANT III
12	BAYUBAY	NATIVIDAD	PALLAYOC	SCHOOLS DIVISION SUPERINTENDENT
13	BORBON	MARIA CORAZON	ATIENZA	EDUCATION PROGRAM SUPERVISOR
14	BRIZUELA	JOAN KATHLEEN	TALABONG	EDUCATION PROGRAM SPECIALIST II
15	BUERA	JEANETTE	MONDER	ADMINISTRATIVE OFFICER II-OIC SUPPLY OFFICER
16	BULANDOS	FREDERICK	MARVILLA	ADMINISTRATIVE ASSISTANT III
17	CAAGBAY	DONNABELLE	F.	ADMINISTRATIVE OFFICER II
18	CABALSA	PAZZYLA LYDDA	ABRIGO	ADMINISTRATIVE ASSISTANT III
19	CABRIGA	CLEOTILDE	LABRADA	ADMINISTRATIVE OFFICER II
20	20 CABUYAO	DEXTER	CABUYAO	ADMINISTRATIVE AIDE IV
21	CALATRAVA	SANCHO	CHAVEZ	EDUCATION PROGRAM SUPERVISOR
22	CAPATI	NIXON LEONARD	R.	Admin Aide IV
23	23 CHAVEZ	JEROME	ABANG	EDUCATION PROGRAM SUPERVISOR
24	24 CONTRERAS	MARILES	FERRO	NURSE II
25	CONTRERAS	ABEL	M	Admin Aide I
ac	26 CUATERNO	MARII OI I	CAMBAL	ADMIN ASSISTANT III

ENCLOSURE 1 D.M. 086, 5.2023

NO.	
	LAST
54	LAVADO
55	LIMBO
56	56 LUBIANO
57	LUBIANO
58	LUZADAS
59	59 MAAÑO
60	MALIJAN
61	61 MANINGAS
62	MARTILLANA
63	63 MILLARES
64	MIRANDILLA
65	65 MORALES
66	66 MORENO
67	OABEL
68	OABEL
69	OCUMIN
70	OMLAS
71	OVAL
72	72 PABULAYAN
73	PADILLO
74	PALMA
75	PANGANIBAN
76	PASTRANA
77	PEÑAMORA
78	PIQUERO
79	QUESEA
80	QUINTERO
81	RABANO

5		NAME	*	BOSITION
NO.	LAST	FIRST	MIDDLE	POSITION
82	RACELIS	JOSELITO	CORTEZ	UTILITY WORKER I
83	RADA	CLARIBEL	CONDE	ADMINISTRATIVE OFFICER II
84	84 RAGO	CHARLENE	REYES	ADMINISTRATIVE ASSISTANT III
85	RAYMUNDO	IMELDA	CABLAIDA	CHIEF EDUCATION SUPERVISOR
86	RAZON	JOHANNE MAE	JALBUENA	ADMINISTRATIVE ASSISTANT III
87	REYES	JERICK	CABRIGA	ADMINISTRATIVE OFFICER II
88	RIVERA	ROSALIE	C.	REGISTRAR I
89	89 RODRIGUEZ	EDWIN	RODIL	CHIEF EDUCATION SUPERVISOR - SGOD
90	90 ROMERO	RACEL	J	Admin Officer I
91	ROSALES	RONNIE	MANILA	ADMINISTRATIVE ASSIITANT II
92	ROSILLA	FELISA	P.	Admin Asisstant II
93	SABEROLA	AERYLL	ZARSADIAS	ADMINISTRATIVE ASSISTANT III
94	SABEROLA	ELDWIN	PAGAYUNAN	ADMINISTRATIVE AIDE VI (STOREKEEPER II)
95	SABEROLA	EDUARDO	P.	Admin Aide I
96	SABIO	EARL BRYAN	PALMA	ADMINISTRATIVE AIDE VI
97	SABIO	ALELI GRACE	Z	Admin Aide IV
98	SALAZAR	BEATRICE	BALADO	ADMINISTRATIVE OFFICER II
99	SALAZAR	CARMELO	SANDOVAL	UTILITY WORKER I
100	SALUDARES	LUZVIMINDA	EVANGELISTA	SENIOR EDUCATION PROGRAM SPECLST
101	SALVAN	ROSALIE	MENDEZ	ADMINISTRATIVE ASSISTANT III
102	102 SANCHEZ	JUSLYN ROSE	FERNANDEZ	ADMINISTRATIVE ASSISTANT II
103	SONGCAYA	APRIL JEAN	V.	ADMINISTRATIVE OFFICER II
104	TABERNILLA	FRENALYNE	BAJAR	ADMINISTRATIVE AIDE VI
105	TALAVERA	JAYNE PAULA	PONCIANO	DENTIST II
106	TAN	DIANAH	GARCIA	ADMINISTRATIVE OFFICER IV/CASHIER III
107	107 VILLALBA	MA. ANGELICA	TEODORO	ADMINISTRATIVE ASSISTANT III

5		NAME	1	BOOTTION
NO.	LAST	FIRST	MIDDLE	FUSILION
108	108 VILLAMATER	MARINESA	A.	Guidance Counselor III
109	109 ZAFRANCO	FEREX	OBLIGADO	ADMINISTRATIVE OFFICER II
110	110 ZAGALA	FRANCHESKA WYNORI JANE	QUEAÑO	ADMINISTRATIVE ASSISTANT II
111	111 ZUBIETA	ARMEEN KRYSTEL	. . .	ADMINISTRATIVE ASSISTANT II
112	112 ZUBIETA	GENEROSA	FALLER	EDUCATION PROGRAM SUPERVISOR



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Enclosure 2

TIMELINE OF ACTIVITIES

Date and Time	Activities
February 16, 2023	Release of Division Memorandum and Interim Guidelines on the Conduct of Elections of DepEd NEU (Tayabas Chapter) for Calendar Year 2023, and other pertinent attachments.
February 16-17, 2023 (Until 3:00p.m. of Feb. 17, 2023)	Filing of Certificate of Candidacy (COC)
February 17, 2023 3:00p.m. to 4:00p.m.	Final Evaluation of the COC filed
February 17, 2023 4:00p.m. to 5:00p.m.	Announcement of the Official List of Candidates
February 17, 2023 5:01p.m.	Start of Campaign Period
February 20, 2023 Until 8:59a.m.	End of Campaign Period
February 20, 2023 9:00a.m. to 3:00p.m.	Voting Proper
February 20, 2023 3:00p.m. to 4:30p.m.	Canvassing of Votes
February 20, 2023 4:30p.m. to 5:00p.m.	Announcement and Proclamation of Winners
February 21, 2023	Induction of Elected Officers and Oath-Taking





Brgy. Potol, Tayabas City





Republic of the Philippines Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Enclosure 3

INTERIM GUIDELINES ON THE CONDUCT OF ELECTIONS OF DEPED-NEU TAYABAS CHAPTER FOR CALENDAR YEAR 2023

Article I **General Principles, Policies, Composition and Guidelines**

Section 1.	The Elections Committee, herein referred to as the ELECOM, shall be created by the DepEd NEU Tayabas Chapter at least five (5) days prior to the conduct of election.
Section 2.	The ELECOM shall be the only committee that will govern and manage the electoral process, including the activities covered in the pre-election, election. proper and post-election activities.
Section 3.	 The ELECOM shall be composed of the following: one (1) Chairperson, (1) Co-Chairperson, (1) Secretary, and four (4) members. They shall have the following minimum qualifications: 3.1. Must be non-partisan; 3.2. Do not have vested interest in the election; and 3.3. Not in any way related to any of the candidates within the fourth degree of consanguinity or affinity.
Section 4.	 The ELECOM shall have the following powers, duties, and responsibilities: 4.1. Adopts rules and regulations that will ensure free, honest and orderly election. 4.2. Conduct fair, honest, and systematic elections. 4.3. Manage and supervise the conduct of pre-election, election proper and post- election-related activities. 4.4. Validate the electoral proceedings and results. 4.5. Accept or revoke candidacy. 4.6. Proclaim the new set of officers. 4.7. Keep all pertinent election papers/documents. 4.8. Decide on protests relative to the conduct and results of elections. 4.9. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election related materials before, during, and after the elections; and 4.10. Disqualify candidates who have violated any of the guidelines, which have been promulgated.
Section 5.	The ELECOM shall exercise sole jurisdiction over all matters pertaining to all election-related issues, concerns, and complaints raised by qualified DepEd-Tayabas City NEU members.
Section 6	The ELECOM shall pursue at all times, the values of impartiality, honesty, and integrity in service, renouncing all forms of corruption and acts which are contrary to the rules and regulations of the Department of Education, in general, and DepEd-Tayabas City, in particular.
Section 7.	The ELECOM shall strive to pursue an independent stand, impartial, and not dictated by any other sector, other than the qualified DepEd- Tayabas City NEU Chapter, as long as these are not contrary to the duly-promulgated NEU Constitution and By-Laws and the Mission-Vision Statement, and Core Values of the Department of Education.



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Section 8.	The ELECOM shall be automatically dissolved three (3) days after the duly elected officers are proclaimed unless otherwise, extension of functions is deemed necessary.
	Article II General Instructions and Guidelines on the Management of the Elections
Section 1.	The election of DepEd-Tayabas City NEU Chapter officers shall be held on February 20, 2023, 9:00 a.m. until 3:00 p.m. at Puente de Alitao Hall, SDO Tayabas Main Building, Tayabas City.
Section 2.	 The following positions shall be opened for the elections: 2.1. one (1) Division Chapter President, 2.2. one (1) Division Chapter Vice-President for Internal Affairs 2.3. one (1) Division Chapter Vice-President for External Affairs & Cooperative Management 2.4. one (1) Division Chapter Secretary 2.5. one (1) Division Chapter Assistant Secretary 2.6. one (1) Division Chapter Treasurer 2.7. one (1) Division Chapter Assistant Treasurer 2.8. one (1) Division Chapter Auditor 2.9. one (1) Division Chapter Public Relations Officer 2.10. one (1) Division Level 1 Representative 2.11. one (1) Division Level 2 Representative
Section 3.	Candidates for the positions cited in Art. II, Sec. 2 must be qualified members of DepEd-NEU in good standing for a period of at least one (1) year on the date of election.
Section 4.	Qualified for the positions having Salary Grade 1-9 shall belong to the First Level and candidates having Salary Grade 10-24 shall belong to the Second Level.
Section 5.	All DepEd- Tayabas City NEU members are eligible to vote. All issues and/or concerns raised on the voting qualifications of DepEd-Tayabas City NEU members shall be decided upon by the ELECOM.
Section 6.	Voting shall be done through online election, with only one (1) option available per voter.
Section 7.	All election materials and paraphernalia shall be administered and managed by the ELECOM with the assistance of four (4) support personnel from SDO Tayabas City (ICT Unit, Curriculum Implementation Division, and Records Unit). They shall provide administrative and ICT assistance to the ELECOM.
	Article III Pre-Election and Campaign-related Activities
Section 1.	Certificate of Candidacy shall be made available to DepEd Tayabas NEU members in both hard and soft copies by the ELECOM Secretary.
Section 2.	The ELECOM Secretary shall act as the sole receiver of COC to be filed. He/She shall be assisted by the members of the ELECOM. Receiving the hard copy COC shall be done on-site by the prospective candidate.
Section 3.	The ELECOM Chairperson, Co-Chairperson and Members shall sit as the working committee to evaluate the COC(s) filed. They shall automatically disapprove the COC(s) if it is in violation of the qualifications and criteria required.
Section 4.	The ELECOM Secretary shall issue a notice indicating the Official List of Candidates. No substitution of candidate(s) shall be allowed after the promulgation of the official list of candidates.
Section 5.	The ELECOM shall indicate the campaign period. Campaign activities after the time indicated in the timeline of activities shall be prohibited.
Section 6.	Protest(s) relative to the pre-election and campaign-related activities shall be decided upon by the ELECOM.



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Article IV

Election Proper, Canvassing-Related Activities and Post-Election Phase

- Section 1. The election proper or voting proper shall be held at the Puente de Alitao Hall, SDO Main Building, Tayabas City via electronic voting.
- Section 2. The ELECOM and its support personnel shall manage the election proper.
- Section 3. Voters shall cast their votes in the voting center. Only one (1) vote per qualified DepEd-Tayabas City NEU member shall be allowed. They shall strictly follow the minimum health standards imposed by the Department of Health and the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases. The medical support personnel shall assist the ELECOM in implementing minimum health standards
- Section 4. Only on-site voting shall be allowed. No proxy representative(s) shall be entertained. Qualified DepEd-Tayabas City NEU members shall be allowed to proceed to the voting center for electronic voting.
- Section 5. Qualified candidates are expected to vote during the election day.
- Section 6. Canvassing of votes shall be managed and supervised by the ELECOM with the assistance of its support personnel.
- Section 7. Any form of campaign and/or intimidation in any other forms, directly and indirectly, during the election and canvassing period are not allowed. It shall be unlawful for any person to delay, obstruct, impede or prevent through force, violence, coercion, intimidation or by any means the election and canvassing related activities.
- Section 8. The candidate who received the greatest/most number of votes cast for the particular position shall be declared as the winning candidate. In case of a tie, the ELECOM Chairperson shall facilitate the toss-coin to decide the winning candidate.
- Section 9. In case NO NEU member/s was/were elected in a particular position/s the newly elected Tayabas City NEU President shall appoint the most qualified NEU Member/s to the particular vacant position.
- Section 10. The Chairperson of ELECOM shall announce the result and proclaim the winners.
- Section 11. Protest(s) relative to the election and canvassing activities shall be decided upon by the ELECOM.





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ARTICLE V

INDUCTION OF NEW ELECTED OFFICERS DEPARTMENT OF EDUCATION NATIONAL EMPLOYEES' UNION (DEPED NEU-TAYABAS CITY CHAPTER)

- Section 1. After the ELECOM proclaims the winner, the newly elected officers shall determine the schedule and venue of the Induction.
- Section 2. Induction should not more than a month after the election.

Prepared by:

MA. JOBELLE M. MALIJAN ELECOM Secretary

Concurred:

SANCHO C. CALATRAVA ELECOM Chairperson

MILDRED Z. GALLENO ELECOM Co-Chairperson

NATIVIDAD P. BAYUBAY, CESO VI ELECOM Consultant





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Enclosure 4

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AD HOC ELECTION COMMITTEE

Chairperson	Sancho C. Calatrava	
Co-Chairperson	Mildred Z. Galleno	
Secretary	Ma. Jobelle M. Malijan	
Members	Generosa F. Zubieta Teofila A. Ocumin Natalio A. Panganiban, Jr. Josefina R. Oabel	44

Support Staff

- Philip Nereus Mabilin
- Frederick Mendoza
- Kresthia Lara Roxas
- Dicky Sam Boy Fang





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Enclosure 5		
DEFED NET	Department of Education NATIONAL EMPLOYEES' UNION (DepEdNEU) SIF Dormitory E Bidg., DepED Complex, Meraico Ave., Pasig City Website: depedneu.wordpress.com / sMait: depedneu@gmail.com Direct Line: Telefax: (02) 636-3549 DOLE-CSC REG. NO. 1737 CSC ACCREDITATION NO. 862 CNA Registration No. 162 CERTIFICATE OF CANDIDACY	DEPEED DEPEEDENT

I hereby announce my candidacy for the position of _ of the National Employees Union of this Office, Department of Education Schools Division Office of Tayabas City.

NAME (Last, First, M.I.):	
SEX :	
AGE:	
DATE OF BIRTH:	
OFFICIAL DEPED EMAIL:	
DESIGNATION:	
UNIT/SCHOOL:	
EMPLOYMENT STATUS:	
DATE OF FILING:	
I hereby certify that the facts herein are true and a	correct to the best of my knowledge.

SIGNATURE OVER PRINTED NAME OF CANDIDATE

Approved by:

SANCHO C. CALATRAVA **ELECOM** Chairman





Brgy. Potol, Tayabas City

