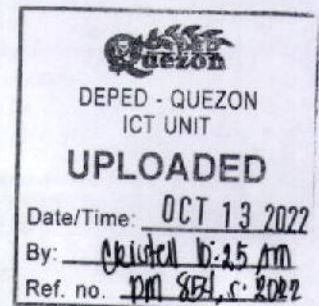




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 October 2022

DIVISION MEMORANDUM
DM No. 854, s. 2022

SDO-QUEZON NEU PROFILING OF NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary School Heads/TICs/OICs
All Others Concerned

1. For the information and guidance of all concerned; in coordination and collaboration with DepEd NEU Quezon Chapter, there will be profiling of all non-teaching employees including Chief Education Supervisor, Education Program Supervisor, Education Program Specialist II, Public Schools District Supervisor, Librarian, Guidance Counselor and Guidance Coordinator position under DepEd Division of Quezon Province.
2. Purposively, this is to provide information regarding the welfare, trainings, and other benefits of DepEd NEU Quezon Chapter members.
3. As such, creation of group chats and other medium of communication will be encouraged for a straightforward mode of information.
4. The assigned District Coordinator in each Congressional District to help the Division in updating the information of non-teaching employees are as follows:

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@depd.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

CONGRESSIONAL DISTRICT	NAME OF DISTRICT COORDINATOR	DESIGNATION	COUNTERPART	DESIGNATION
1 st Cong. District	Millardo A. Ramallosa	Administrative Assistant III	Raquel Venezuela	Administrative Officer II
2 nd Cong. District	Glazel A. Capa	Administrative Assistant III	Lilibeth Castellano	Administrative Officer II
3 rd Cong. District	Arianne E. Cejane	Administrative Assistant III	Maychelle Te	Administrative Officer II
4 th Cong. District	Medel G. Garcia	Administrative Assistant III	Zara Jessica Pasta	Administrative Officer II

- The assigned District Coordinator will be given access to the data of all non-teaching employees of DepEd Division of Quezon for easy and real-time updating of the information.
- Furthermore, the assigned District Coordinator must fill-up and submit a Statement of Confidentiality Form *(See the attached Statement of Confidentiality Form)* in order to keep any data contained in the link confidential in accordance with Republic Act 10173 (R.A 10173) also known as the Data Privacy Act of 2012.
- In addition, the assigned District Coordinator must update the data of all non-teaching employees in this link: tinyurl.com/ProfilingofNonTeachingEmp.
- Dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Admvd10/07/2022

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STATEMENT OF CONFIDENTIALITY

The Schools Division of Quezon through the Administrative and Personnel Section provides limited, strict access to the **Google Sheet Link** containing details of **All Non-teaching Employees of DepEd Quezon** (based on PSIPOP), provided as reference in determining qualified recipients of Collective Negotiation Agreement (CNA).

In connection with this, I _____,
District Coordinator of ____ **Congressional District** hereby willfully commit to keep any data contained in the **Google Sheet link** confidential, which may otherwise jeopardize the provision/s of the Data Privacy Act of 2012. I acknowledge and accept the following conditions, where:

- a) *Only the District Coordinator shall have direct access to the Google Sheet Link containing details on the List of All Non- Teaching Employees of DepEd Quezon;*
- b) *The District Coordinator shall not download the file but can view and edit the needed information;*
- c) *The District Coordinator shall not provide access of the link to anybody except he/she to secure privacy and prevent unintended use; and*
- d) *The District Coordinator shall use the information/data contained in the Google Sheet link for the stipulated purpose only.*

I understand that I am held accountable for the unintended leak of confidential information, and that breach of this Statement of Confidentiality has administrative and legal implications.

Signature Over Printed Name

Date Signed

Email Address: _____

DEPEDQUEZON-TM-SDS-04-025-003


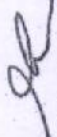



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Email Address: quezon@deped.gov.ph

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

page 1 of 6 pages

- 
- 
- 
- 1 . Accountant I
 - 2 . Accountant II
 - 3 . Accountant III
 - 4 . Accountant IV
 - 5 . Accounting Analyst
 - 6 . Accounting Clerk II
 - 7 . Administrative Aide I
 - 8 . Administrative Aide II
 - 9 . Administrative Aide III
 - 10 . Administrative Aide IV
 - 11 . Administrative Aide V
 - 12 . Administrative Aide VI
 - 13 . Administrative Assistant I
 - 14 . Administrative Assistant II
 - 15 . Administrative Assistant III
 - 16 . Administrative Assistant IV
 - 17 . Administrative Assistant V
 - 18 . Administrative Assistant VI
 - 19 . Administrative Officer I
 - 20 . Administrative Officer II
 - 21 . Administrative Officer III
 - 22 . Administrative Officer IV
 - 23 . Administrative Officer V
 - 24 . Agriculturist I
 - 25 . Agriculturist II
 - 26 . Aquacultural Technician I
 - 27 . Aquaculturist I
 - 28 . Architect II
 - 29 . Architect III
 - 30 . Artist-Illustrator II
 - 31 . Assistant Schools Division Superintendent
 - 32 . Assistant Teachers Camp Superintendent
 - 33 . Attorney I
 - 34 . Attorney II
 - 35 . Attorney III
 - 36 . Attorney IV
 - 37 . Attorney V
 - 38 . Board Secretary II
 - 39 . Bookkeeper
 - 40 . Cash Clerk I
 - 41 . Cashier I

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

page 2 of 6 pages

- 42 . Cashier II
- 43 . Chief Accountant
- 44 . Chief Administrative Officer
- 45 . Chief Education Program Specialist
- 46 . Chief Education Supervisor
- 47 . Chief Health Program Officer
- 48 . Cinematographer I
- 49 . Clerk I
- 50 . Clerk II
- 51 . Clerk III
- 52 . Computer File Librarian I
- 53 . Computer File Librarian II
- 54 . Computer Maintenance Technologist I
- 55 . Computer Maintenance Technologist III
- 56 . Computer Programmer II
- 57 . Computer Programmer III
- 58 . Construction and Maintenance Man
- 59 . Cook I
- 60 . Copy Reader
- 61 . Coxswain
- 62 . Crafts Education Demonstrator I
- 63 . Crafts Education Demonstrator II
- 64 . Creative Arts Specialist I
- 65 . Creative Arts Specialist II
- 66 . Dental Aide
- 67 . Dentist I
- 68 . Dentist II
- 69 . Dentist III
- 70 . Department Assistant Secretary
- 71 . Department Legislative Liaison Specialist
- 72 . Department Secretary
- 73 . Department Undersecretary
- 74 . Director II
- 75 . Director III
- 76 . Director IV
- 77 . Disbursing Officer I
- 78 . Disbursing Officer II
- 79 . Dormitory Manager I
- 80 . Dormitory Manager II
- 81 . Dormitory Manager IV
- 82 . Draftsman I
- 83 . Draftsman II
- 84 . Driver I

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

page 3 of 6 pages

- 85 . Education Program Specialist I
- 86 . Education Program Specialist II
- 87 . Education Program Supervisor
- 88 . Education Research Assistant II
- 89 . Engineer I
- 90 . Engineer II
- 91 . Engineer III
- 92 . Engineer IV
- 93 . Engineer V
- 94 . Executive Assistant I
- 95 . Executive Assistant II
- 96 . Executive Assistant III
- 97 . Executive Assistant IV
- 98 . Executive Assistant V
- 99 . Executive Director II
- 100 . Farm Worker I
- 101 . Fisherman
- 102 . Guesthouse Caretaker
- 103 . Guidance Coordinator I
- 104 . Guidance Coordinator II
- 105 . Guidance Coordinator III
- 106 . Guidance Councilor I
- 107 . Guidance Councilor II
- 108 . Guidance Councilor III
- 109 . Guidance Services Specialist I
- 110 . Guidance Services Specialist II
- 111 . Handicraft Worker I
- 112 . Handicraft Worker II
- 113 . Head Executive Assistant
- 114 . Health Education and Promotion Officer I
- 115 . Health Education and Promotion Officer II
- 116 . Health Education and Promotion Officer III
- 117 . Heavy Equipment Operator I
- 118 . Houseparent I
- 119 . Human Resource Management I
- 120 . Human Resource Management II
- 121 . Information Systems Analyst II
- 122 . Information Systems Analyst III
- 123 . Information Systems Researcher III
- 124 . Information Technology Officer I
- 125 . Information Technology Officer II
- 126 . Information Technology Officer III
- 127 . Internal Auditing Assistant

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

page 4 of 6 pages

- 128 . Internal Auditor I
- 129 . Internal Auditor II
- 130 . Internal Auditor III
- 131 . Internal Auditor IV
- 132 . Internal Auditor V
- 133 . Laboratory Technician I
- 134 . Legal Aide
- 135 . Legal Assistant I
- 136 . Legal Assistant II
- 137 . Librarian I
- 138 . Librarian II
- 139 . Librarian III
- 140 . Light Equipment Operator
- 141 . Marine Engineman I
- 142 . Master Fisherman I
- 143 . Mechanic I
- 144 . Mechanic II
- 145 . Mechanical Plant Operator I
- 146 . Medical Officer II
- 147 . Medical Officer III
- 148 . Medical Officer IV
- 149 . Metal Worker I
- 150 . Nurse I
- 151 . Nurse II
- 152 . Nurse Maid I
- 153 . Nursing Attendant I
- 154 . Nutritionist-Dietitian I
- 155 . Nutritionist-Dietitian II
- 156 . Nutritionist-Dietitian III
- 157 . Photoengraver II
- 158 . Planning Officer I
- 159 . Planning Officer II
- 160 . Planning Officer III
- 161 . Planning Officer IV
- 162 . Planning Officer V
- 163 . Printing Foreman
- 164 . Project Development Assistant
- 165 . Project Development Officer I
- 166 . Project Development Officer II
- 167 . Project Development Officer III
- 168 . Project Development Officer IV
- 169 . Project Development Officer V

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

page 5 of 6 pages

- 170 . Project Evaluation Officer IV
- 171 . Proofreader I
- 172 . Proofreader II
- 173 . Psychologist I
- 174 . Public Schools District Supervisor
- 175 . Publication Production Supervisor
- 176 . Records Officer II
- 177 . Registrar I
- 178 . Registrar II
- 179 . Reproduction Machine Operator I
- 180 . School Farm Demonstrator
- 181 . School Farming Coordinator I
- 182 . School Farming Coordinator II
- 183 . School Farming Coordinator III
- 184 . Schools Division Superintendent
- 185 . School Librarian I
- 186 . School Librarian II
- 187 . School Librarian III
- 188 . Science Research Assistant
- 189 . Science Research Specialist II
- 190 . Science Research Technician I
- 191 . Science Research Technician II
- 192 . Science Research Technician III
- 193 . Science Research Technician IV
- 194 . Scriptwriter I
- 195 . Security Guard I
- 196 . Security Guard II
- 197 . Security Guard III
- 198 . Security Officer I
- 199 . Senior Administrative Assistant I
- 200 . Senior Administrative Assistant II
- 201 . Senior Administrative Assistant III
- 202 . Senior Administrative Assistant V
- 203 . Senior Bookkeeper
- 204 . Senior Education Program Specialist
- 205 . Senior Health Program Office
- 206 . Senior Science Research Specialist
- 207 . Social Welfare Officer I
- 208 . Special Investigator II
- 209 . Special Investigator III
- 210 . Statistician Aide
- 211 . Statistician I
- 212 . Statistician II

**LIST OF PLANTILLA POSITIONS ENTITLED TO RECEIVE
COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNAI)**

page 6 of 6 pages

- 213 . Statistician III
- 214 . Supervising Administrative Officer
- 215 . Supervising Education Program Specialist
- 216 . Supervising Health Program Officer
- 217 . Supply Officer I
- 218 . Supply Officer II
- 219 . Teacher Credentials Evaluator I
- 220 . Teacher Credentials Evaluator II
- 221 . Teacher Credentials Evaluator III
- 222 . Teachers' Camp Superintendent
- 223 . Teaching-Aids Specialist
- 224 . Technical Education and Skills Development Analyst
- 225 . Typesetter II
- 226 . Utility Foreman
- 227 . Utility Worker
- 228 . Vocational Instruction Supervisor I
- 229 . Vocational Instruction Supervisor II
- 230 . Vocational Instruction Supervisor III
- 231 . Vocational Placement Coordinator
- 232 . Vocational School Superintendent
- 233 . Warehouseman III
- 234 . Watchman I
- 235 . Watchman II