



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

June 9, 2022

DIVISION MEMORANDUM

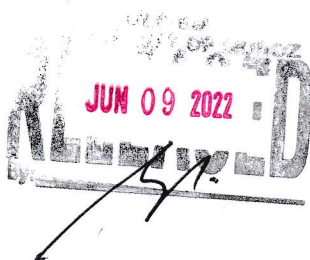
No. 318, s. 2022

**SUBMISSION OF APPLICATION OF MEMBERSHIP FOR DEPED – NATIONAL
EMPLOYEES UNION DIVISION OF SCIENCE CITY OF MUÑOZ CHAPTER**

To: All Permanent Non-Teaching Personnel
All Others Concerned

1. As stated in the Constitution and By-laws of the Department of Education – National Employees' Union (Enclosure No. 1) Article IV Section 1, every nonacademic rank-and-file employee of the Department of Education is eligible for membership to the union.
2. Stated further in Article IV Section 2, bona fide employees of the Department may become members of the union by written application to be approved by the National President upon endorsement from the Regional Chapter President to the Committee on Membership.
3. Thus, all interested Non-teaching personnel may submit their Application for Membership (Enclosure No. 2) on or before June 13, 2022 at Schools Division Office – Records Unit.
4. For inquiries, you may contact Mr. Jerry I. Carrido through mobile number 0975-3111-758 or at email address jerry.carrido@deped.gov.ph or Mr. Laurencio E. Caimoy through mobile number 0921-7951-784 or at email laurencio.caimoy@deped.gov.ph
5. Widest dissemination of this Memorandum is desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



neuscmsec



*O*yal, *E*xcellent, *A*ccountable and *D*edicated to *S*ervice

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15

CONSTITUTION AND BY-LAWS OF THE DEPARTMENT OF EDUCATION-NATIONAL EMPLOYEES' UNION

P R E A M B L E

We, the nonacademic rank-and-file employees of the Department of Education, in order to promote our moral, social, economic, and educational well-being; protect and uphold individual and collective rights, as well as foster harmonious and progressive labor management relations, do hereby promulgate this **CONSTITUTION AND BY-LAWS**:

ARTICLE I NAME AND DOMICILE

Section 1. This organization shall be known as the Department of Education National Employees' Union (DepEd-NEU), hereinafter referred to as the UNION.

Section 2. The UNION shall have its principal address at 3rd Floor, Dormitory E Bldg., DepEd Complex, Meralco Avenue, Pasig City, Metro Manila.

ARTICLE II DECLARATION OF PRINCIPLES

Section 1. The UNION has for its objectives the following:

- a) to establish an organization that shall represent the rank-and-file employees of the Department of Education in the settlement of disputes with respect to status of employment, tenure of office, salaries, wages, hours of work, better treatment, participative decision-making, and other terms and conditions of employment;
- b) to promote the moral and social well-being of its members;
- c) to protect and uphold the educational and economic well-being as well as individual and collective rights of its members;
- d) to foster harmonious relations with all sectors and entities within and outside the Department;
- e) to strive for the adoption of legislative and other measures which shall promote the economic and social welfare of its members;
- f) to instill among its members discipline and love of country;
- g) to establish a continuing consultation mechanism between management and nonacademic rank-and-file employees;
- h) to formulate a mechanism that will uphold and alleviate the plight of the nonacademic rank-and-file employees of DepEd through promotion of entrepreneurship and cooperativism;
- i) to serve as a linkage between management and employees on other matters concerning the employees not specified above.

ARTICLE III NAME OF EMPLOYER AND PLACE OF EMPLOYMENT

Section 1. The name of the employer of the UNION is the Department of Education, an agency of the government of the Philippines, herein referred to as the Department, with principal address at the DepEd Complex, Meralco Avenue, Pasig City, Metro Manila.

ARTICLE IV MEMBERSHIP

Section 1. Every nonacademic rank-and-file employee of the Department of Education who may come from the Central Office, Regional Offices, Division Offices, District Offices, including those who are assigned in basic education schools, learning centers and attached agencies of the Department and other Offices that may be created pursuant to law, not otherwise disqualified by law regardless of sex, race, religion, or political belief or affiliation with good reputation is eligible for membership to the UNION. In no way shall a subversive person or a person who professes subversive ideas be admitted as a member of the Union.

Section 2. Bonafide employees of the Department may become members of the UNION by written application to be approved by the National President upon endorsement from the Regional Chapter President to the Committee on Membership. For this purpose, bonafide employees shall refer to nonacademic rank-and-file employees of the Department.

ARTICLE V ORGANIZATIONAL STRUCTURE, COMPOSITION AND OFFICERS

Section 1. The Congress shall be the highest policy-making body of the Union. It shall be held annually or as agreed upon by the National Board of Trustees (NBOT).

Section 2. The Union shall have its National Board of Trustees (NBOT), the National Executive Officers (NEO), the Regional Executive Officers (REO), and the Unit or Division Executive Officers (DEO).

Section 3. The National Board of Trustees (NBOT) shall be composed of Presidents of the Regional Chapters, the Chairman of which shall be elected from among themselves. There shall be a Secretary of the Board who may come from the active members of the UNION to be appointed by the Chairman, subject to the confirmation of the NBOT. The NBOT shall serve as the policy-making body of the Union.

Section 4. The NEO shall be composed of the National President; National Vice President; Secretary General; National Auditor; and National Public Relations Officer.

The NEO shall implement the policies and resolutions made and/or Issued by the NBOT. They shall be elected at large by The Congress.

All nationally-elected NEO officers must be incumbent officers of their respective Regional Chapters, except for the founding officers.

The NEO shall be assisted by non-voting support officers composed of the National Treasurer, Deputy National Treasurer, Deputy Secretaries General for Luzon, Visayas and Mindanao, Executive Secretary, Project Managers, Legal Counsel, ICT Officer, Accountant, all of whom shall be appointed by the National President, subject to confirmation by the NBOT.

The National President may create such other national positions as may be necessary, subject to the approval and confirmation of the NBOT.

The National President shall deputize members to act as marshals during meetings and other events, whenever necessary.

Section 5. The Regional Executive Officers (REO) shall be composed of the Regional Chapter President, Regional Chapter Vice President, Regional Chapter Secretary, Regional Chapter Treasurer, Regional Chapter Auditor, Regional Chapter PRO, Two (2) Regional Chapter Project Officers.

They shall be elected at large during the Regional Congress only, duly sanctioned by the National President.

The Regional President may appoint additional officers as the need arises.

Election shall be open to all elected officers from the Unit or Division Offices. The REO shall have a three-year term of office. They shall implement policies of the Union under the direct supervision of the NEO.

Section 6. The Executive Body in the local level shall manage the properties of the Union in their respective areas of responsibilities subject to the overall control and supervision of the National Executive Officers.

Section 7. The Regional Chapters and Units or Division Chapters of the Union shall have their own Fiscal and Administrative autonomy subject to the provisions of this Constitution and by-laws and any rules that the NBOT and NEO may prescribe.

Section 8. Attached offices of the Department and the Regional Office Proper shall be included in the Regional Chapters and/or treated as Division Chapters, as the case may be. The Central Office shall be treated as a Regional Chapter. All Strands in the Central Office shall be considered as Division/Unit Chapters under the Central Office Chapter.

Section 9. In case of vacancies, except in the Office of the National President, the same may be filled up by appointment or by special election. In case of the former, the president shall submit two (2) names of nominees to the NBOT which shall elect who may be appointed to fill the vacant position. Those appointed/elected to fill the vacancy shall serve only for the unexpired period of the term of the replaced officer/s.

All officers shall be elected for three (3) consecutive terms; in the case of founding officers, they can be elected for five (5) consecutive terms.

Founding officers shall refer to those officers who were elected as NEU national officers prior to the registration of the UNION with the Department of Labor and Employment (DOLE), except those who voluntarily resigned.

ARTICLE VI DUTIES AND POWERS

The Congress

Section 1. The Congress shall have the following powers and prerogatives:

- a) Hear and approve the reports of the NEO;
- b) Amend major programs of the union;
- c) Approve proposed programs for the Union during the Congress;
- d) Approve/ratify the Constitution and amendments thereto;
- e) Ratify the action/decision of the National Executive Officers relative to matters directly or indirectly affecting the union operation;
- f) Elect the National Executive Officers as provided.
- g) Approve any presented budget proposal;
- h) Adopt the financial report/s;
- i) The National Board of Trustees (NBOT).

The National Board of Trustees

Section 2. The NBOT shall have the following powers and prerogatives:

- a) The NBOT shall serve as the legislative body of the Union. It shall be composed of all Regional Presidents;
- b) All disbursements of Union funds through the National President amounting to more than One Million Pesos (Php1,000,000.00) shall be subject to the approval of the NBOT. In case of the Regional Chapters, Divisions or Units, the amount applicable shall be Five Hundred Thousand Pesos (Php500,000.00), Two Hundred Thousand Pesos (Php200,000.00), respectively;
- c) The Depository Bank of all Union funds shall be subject to the approval of the NBOT through resolution.

Section 3. National Vice-President. The National Vice President (VP) shall perform functions that may be assigned to him by the President. He may perform the duties and functions of the President in case of the latter's disability, death or resignation as designated by the NBOT. In case of the absence of the President for more than thirty (30) days without leave of absence being filed, the National VP shall take over the

duties and functions of the president after taking an oath of office before the Chairman of the Board and/or the National President after due notice to the NEO and NBOT.

Section 4. Secretary General. The Secretary General shall perform the following duties and functions:

- a) act as custodian of all records, documents, minutes of the meetings of the National Executive Officers and of the general membership as well as printed and/or written policies, projects and activities of the UNION;
- b) submit to the DOLE and CSC the list of officers, and their respective addresses, minutes of election and list of voters within 30 days from the date of election or from the occurrence of a change in the union officers and such other documents or papers as may be required by the DOLE and CSC.
- c) ensure the timely submission of Collective Negotiation Agreement (CNA) to the Civil Service Commission for attestation and certification;
- d) coordinate closely with the Executive Secretary, NBOT Secretary as well as to the Deputy Secretaries and other Committees.

Section 5.a. Deputy Secretaries General for Luzon, Visayas and Mindanao. The Deputy Secretaries General shall assist the National Secretary General in the performance of his/her functions.

Section 6. National Treasurer/Finance Officer. The National Treasurer shall be the Union's Chief Finance Officer and shall perform the following duties and functions:

- a) make sure that all disbursements and payments made by him/her are covered by vouchers and accompanied by the necessary receipts;
- b) keep a record of all receipts and expenditures;
- c) prepare such financial reports as required of him by the members, the NEO, the NBOT and the DOLE which shall include all money and the remaining balance in his/her hands at the time of rendering such account and all bonds and securities and other properties of the organization entrusted to his custody or under his control. The rendering of such account shall be made at least once a year within thirty (30) days after the close of the UNION's fiscal year or such other times as may be required by a resolution of the majority of the members of the NBOT, and upon vacating his office or dissolution of the UNION for any cause. The account shall be verified by affidavit, duly audited by a Certified Public Accountant and copy thereof furnished the Secretary of DOLE.

Section 6.a. Deputy Treasurer. The Deputy Treasurer shall assist the National Treasurer in the performance of his/her functions.

The Deputy Treasurer shall: (a) collect, receive and issue receipts for all money, funds and contribution to the UNION and report the same to the National Treasurer; and (b) be in charge of disbursement of funds upon the approval of the National President and report the same to the National Treasurer.

Section 7. National Auditor. The National Auditor shall perform the following duties and functions:

- a) audit, verify and examine all financial accounts of the UNION;

- b) supervise the entries in the books of accounts of the UNION and shall render a report of his audit as may be required by the NEC or by resolution of majority of the general membership, or the NBOT;
- c) supervise, monitor, and evaluate the functions of the Regional and Unit/Division Chapter Auditors;
- d) recommend actions to the NEO and NBOT based on his/her findings.

Section 8. National Public Relations Officer. The National Public Relation Officer (PRO) shall perform the following duties and functions:

- a) take charge of matters involving public relations of the UNION;
- b) establish an official publication for the UNION.

Section 9. Project Managers. The Project Manager shall perform the following duties and functions:

- a) Assist the UNION in the programs and projects for its efficient implementation;
- b) Provide technical knowledge and skills in the programs and projects of the UNION;
- c) Design and strategize the UNION's business plans;
- d) Manage such other activities as may be assigned by the National President;
- e) Initiate and promote activities that will strengthen the camaraderie and interpersonal relationship of the UNION members.

Section 10. Marshalls. The Marshalls shall take charge of the preservation of peace and order at meetings of the NBOT and of the general membership.

Section 11. Other Appointive Officers.

Section 11.a. The Executive Secretary shall assist the National President and the NEO. He/she shall perform clerical functions as may be deemed appropriate.

Section 11.b. The Legal Counsel shall assist the NEO in legal-related matters, such as, but not limited to, the provision of legal opinion, drafting of contracts, court representation, preparation of pleadings, and the like, when warranted.

Section 11.c. The ICT Officer shall assist the NEO in all information and technology matters such as but not limited to development of programs, maintenance and security of data, and the like, when warranted.

Section 12. Appointive officers shall serve at the pleasure of the NEO, and may be discharged from their functions at any time by the NEO.

ARTICLE VII STANDING COMMITTEES

Section 1. To ensure coordination and efficiency in the transaction of UI and to achieve the objectives of this Constitution, the following standing are hereby created:

- a) Committee on Membership which shall receive and process application for membership and make recommendations thereon to the President. It shall implement rules, regulations and decisions as promulgated by the NEC or the NBOT for the admission of members in the Union.
- b) Committee on Grievance which shall investigate internal and external UNION disputes. It shall assist the presentation and settlement of UNION grievance with management subject to pertinent provisions of the existing Collective Negotiation Agreement (CNA).
- c) Committee on Labor Education and Research which shall prepare, adopt and implement labor education programs and activities that will promote the enlightenment of the members in the regard to the prevailing labor relations system, the provisions of the Constitution and the existing COA and all labor legislations rules, issuances and policies that directly or indirectly affect the members.
- d) Committee on Collective Negotiation which shall conduct research and gather all the data as may be necessary in collective bargaining negotiations. It shall assist the UNION negotiating panel in the preparation of all necessary papers, documents and materials in collective bargaining negotiations and in the administration of the existing collective negotiation agreement. Its Chairman shall be a member of the NBOT.
- e) Committee on Welfare which shall be responsible for the adoption and implementation of programs, projects and activities that will promote and protect the general welfare of the members.
- f) Committee on Ways and Means which shall be responsible for sourcing funds and other logistics necessary for the operation of the UNION.
- g) Infrastructure Committee which shall be responsible for the program of works for the Union.
- h) Committee on Bids shall be responsible in enforcing policies and rules relative to transactions which are covered by NBOT Resolutions.

Other Committees may be created if deemed necessary to be approved by the NBOT.

Section 2. The National President shall appoint the Chairman from among the incumbent National officers and members of the standing committees, subject to the confirmation by the NBOT.

ARTICLE VIII MEETINGS OF THE UNION

Section 1. The UNION shall hold congress Annually. Notices of the meeting shall be sent out by the Secretary General at least 30 days prior to such congress by posting in conspicuous places, preferably inside Office premises and or through electronic means. The date, time and place for the Congress shall be determined by the NEO, subject to the approval of the NBOT. In a congress where election will be held, the National President shall issue a separate notice.

There shall be at least three (3) island clustered assemblies for Luzon, Visayas and Mindanao.

The Clustered Assemblies shall be a venue to resolve all matters of local concerns in their respective island clusters which may be brought to the National Congress.

Section 2. There shall be a joint quarterly meeting of the NEO and the NBOT. The date and venue of the quarterly meetings shall be subject to the agreement of both.

Special and Emergency joint meetings of NEO and NBOT whenever necessary shall be called by the National President and/or the Chairman of the NBOT.

Section 3. Special or Emergency Meetings of the NBOT may be called by the Chairman, on his own, or upon the request of the President, in cases when such special meeting shall be necessary to thresh out or discuss urgent and important Union matters.

In the same manner, the National President may call similar meetings for the NEO.

Section 4. In regular joint quarterly meetings, the presence of a majority of the total members of the NEO and the NBOT shall constitute a quorum to discuss and decide on matters taken up as listed in the agenda.

Section 5. The Regional Executive Officers shall meet at least twice a year or as the need arises. A Regional Congress shall be held Annually or as may be agreed upon by REO.

Section 6. Any member who signed a petition for a special meeting and who fails to attend such special meeting called upon on the basis of said petition, shall be subject to disciplinary action by the REO.

ARTICLE IX UNION ELECTION

Section 1. There shall be an Ad Hoc Election Committee (ELECOM) to be created by the NBOT before any regular or special election. The functions of the ELECOM shall include the following:

- a) Adopt rules and regulations that will ensure honest, orderly, and peaceful elections, whether regular or special;
- b) Screen the qualifications of candidates;
- c) Rule on any question or protest regarding the conduct of the election, subject to the procedure that may be promulgated by the NBOT; and
- d) proclaim duly elected officers.

Section 2. The ELECOM shall be composed of a chairman and two members, all of whom shall be appointed by the NBOT.

Section 3. The ELECOM shall be automatically dissolved three (3) days after the duly elected officers are proclaimed.

Section 4. The regular election of officers of the UNION shall be held during the Congress or in a meeting called for the purpose, as the case may be.

Section 5. Candidates for elective positions must be members of the Union in good standing for a period of at least one (1) year on the date of the election.

A Certificate of Good Standing from the Committee on Memberships shall be secured prior to the filing of a certificate of candidacy.

Section 5.a. In Unit/Division Chapters, all union members in good standing shall be eligible to vote and be voted upon as Unit/Division Chapter Officers.

Section 5.b. In Regional Chapters, all Unit/Division Chapter Officers are eligible to vote and be voted upon as Regional Chapter Officers.

Each Unit/Division Chapter is entitled to ten (10) delegates composed of Division Chapter Officers for purposes of Election. In case the number of Officers is not sufficient, any member in that Division may be selected as a member of the electoral delegation. This delegation shall represent the union constituency in the elections. Delegates who are not Unit/Division Officers shall only vote for their desired candidates but cannot be nominated to any REO elective position.

Section 5.c. In the election of the elective NEO, all Regional Chapter Officers are eligible to vote and be voted upon in elective NEO positions.

Each Regional Chapter is entitled to thirty (30) delegates composed of Regional Executive Officers and Division Executive Officers for purposes of Election. In case the number of officers is not sufficient, any member in that Region may be selected as a member of the electoral delegation. This delegation shall represent the Regional union constituency in the elections. Delegates who are not Regional Executive Officers shall only vote for their desired candidates but cannot be nominated to any NEO elective position.

Section 6. Voting shall be by secret balloting. However, in cases where material time is of the issue, the ELECOM may modify the procedure in accordance with the duly promulgated rules.

The election shall be decided by a plurality of votes.

Section 7. Immediately after the proclamation, the duly elected officers shall meet to discuss among themselves about the schedule of the oathtaking ceremony and the turnover of all records and properties of the UNION to the new administration.

Section 8. The election of officers for Regional/Unit/Division Chapter Officers shall be held in a Congress/Meeting called for the purpose in accordance with the duly promulgated guidelines.

Section 9. If a Regional Executive Officer is elected as National President, he shall relinquish his previous positions.

ARTICLE X FEES, DUES, FINES, OTHER PAYMENTS, AND DISBURSEMENTS OF UNION FUNDS

Section 1. A membership fee of Two Hundred Pesos (Php200.00) shall be paid by an employee who signifies his/her intent to become a member of the UNION. The membership fee may be increased or decreased by a congress resolution.

Section 2. Every member shall pay monthly dues to the UNION in the amount of One Hundred Pesos (Php100.00) which shall be collected through checkoff deduction upon previous written authorization of the concerned member. Checkoff deduction shall be made payable directly to the Union to be immediately apportioned respectively at: a) Forty Percent (40%) to the National Union; b) Thirty Percent (30%) to the regional chapters; and c) Thirty Percent (30%) to the division or unit, for operational and other expenses. In addition to the monthly dues, an amount of Fifty Pesos (Php50.00) shall be collected from each member for Mutual Aid through checkoff deduction which shall be kept in a separate account of the national fund.

In the application of this provision, it is understood that the chapter has a complete set of officers and has opened its bank account whose signatories are the Regional/Division Chapter President and the Regional/Division Treasurer.

All the amounts and percentages herein provided may be amended by the Congress through a resolution.

Section 3. All amounts collected, except Mutual Fund, shall constitute as the General Fund of the UNION to be applied to the operational and organizational expenses of the UNION or for any purpose or object as may be authorized by the general membership in a written resolution adopted at a meeting duly called for the purpose by the National President or the NBOT.

Section 4. Every member, if necessary, shall contribute to the UNION such amount as may be fixed by the general membership through written resolution adopted at a meeting duly called for the purpose to be applied to or expended for any of the following:

- a) Labor education programs;
- b) Collective Negotiation Agreement;
- c) UNION members' welfare programs;

- d) and such other programs and projects that will promote the interest and welfare of the UNION and the members.

Section 5. Special assessments or other extraordinary fees such as for payment of attorney's fees shall be made through NBOT Resolution.

Section 6. Any member who fails to pay his/her dues and other payments shall be subject to disciplinary action. In the event of sickness, leaves of absence without pay and other similar causes, the NEO may excuse non-payment or defer collection thereof at its discretion.

Section 7. All payments to the Union shall be evidenced by a receipt signed by the Treasurer or his duly authorized representative and shall be entered into the records of the UNION to be kept and maintained for the purpose.

Section 8. All expenditures of the UNION shall be evidenced by a receipt from the person to whom the payment is made which shall state the date, place and purpose of such payment. Such receipt shall form part of the financial records of the UNION.

Section 9. The books of accounts and other records of the financial activities of the UNION may be opened for inspection only upon formal written request by any officer or member and duly approved by the National President anytime during office hours if deemed necessary.

The National President may deny any request for inspection when it is inimical to the best interest of the UNION.

Section 10. UNION Funds shall be deposited in a reputable bank in the name of the Union and withdrawal from such fund may only be done by the concurring signatures of the National President and the Treasurer.

ARTICLE XI DISSOLUTION OF UNION

Section 1. In the event of UNION dissolution, the UNION members shall enjoy equity to the UNION properties.

ARTICLE XII QUORUM AND RULES OF ORDER

Section 1. Except when a greater proportion is required herein or by law, a majority vote shall prevail at meetings and deliberations of the UNION. A majority of the members of the UNION shall constitute a quorum to officially transact any business.

In a meeting called for the purpose, when quorum is not met, the present officers may still proceed to the holding of the meeting subject to the concurrence of the remaining officer/s to constitute quorum to make the business binding/official.

Section 2. Meetings of the UNION shall, whenever practicable, be governed by the Roberts' Rules of Order.

ARTICLE XIII COLLECTIVE NEGOTIATION

Section 1. The collective negotiation for and in behalf of the general membership shall be undertaken by the designated negotiating panel duly constituted by the NBOT.

Section 2. The ratification of the Collective Negotiation Agreement resulting from the bargaining negotiations shall be subject to existing rules and regulations.

ARTICLE XIV SETTLEMENT OF INTERNAL DISPUTES

Section 1. Disputes involving Union members or its officers shall be made in writing and submitted to the National President who, after finding it proper in form and substance, shall refer it to the grievance committee.

Section 2. After proper evaluation of evidence submitted, the Committee on Grievance shall render its written decision on the dispute within three days from termination of the hearing.

Section 3. Decisions of the Committee on Grievance shall become final unless appealed to the NBOT within fifteen days from receipt of a copy of the decision. The decision of the NBOT shall be final and executory.

ARTICLE XV IMPEACHMENT

Section 1. Any of the following shall be a ground for the impeachment of an elected UNION officer:

- a) Committing or causing the commission directly or indirectly of acts against the interest and welfare of the UNION;
- b) Malicious attack against the UNION, its officers or against fellow UNION officers or members;
- c) Gross misconduct of a UNION officer detrimental to the UNION;
- d) Misappropriation of UNION funds. This is without prejudice to the filing of an appropriate criminal or civil action against the responsible officer or officers by any interested party;

- e) Culpable violation of any provision of this Constitution or rules, regulations, resolutions and decisions of the UNION;
- f) Willful refusal to discharge the function of the office without any valid or legal reasons; and,
- g) Gross negligence of duty.

Section 2. The following procedure shall govern impeachment proceedings:

- a) Impeachment proceedings may be initiated by members through a petition of at least thirty percent (30%) of the total number of bonafide members of which every region must be represented by at least thirty percent (30%) or fifty percent (50%) of the NBOT.
- b) UNION officer against whom impeachment charges have been filed shall be given ample opportunity to defend himself.
- c) A unanimous vote of all the members of the NBOT is required to Impeach a Union officer.
- d) The impeached UNION officer shall ipso facto be considered resigned or ousted from office and shall perpetually no longer be eligible for election or appointment to any position in the UNION.
- e) The decision of the impeachment body shall be final and executory.

Section 3. The following procedure shall govern impeachment proceedings in Regional Chapters:

- a) Impeachment proceedings may be initiated by members through a petition of at least thirty percent (30%) of the total number of bonafide members of which every division must be represented by at least thirty percent (30%).
- b) UNION officer against whom impeachment charges have been filed shall be given ample opportunity to defend himself.
- c) A unanimous vote of all the members of the REO is required to impeach Regional Chapter Officer.
- d) The impeached UNION officer shall ipso facto be considered resigned or ousted from office and shall perpetually no longer be eligible for election or appointment to any position in the UNION.

The decision of the impeachment body shall be final and executory.

The following procedure shall govern impeachment proceedings in Unit/Division Chapters:

- a) Impeachment proceedings may be initiated by members through a petition of at least thirty percent (30%) of the total number of bonafide members.
- b) UNION officer against whom impeachment charges have been filed shall be given ample opportunity to defend himself.
- c) A two-thirds (2/3) vote of all the members of the DEO is required to impeach a Unit/Division Chapter Officer.
- d) The impeached UNION officer shall ipso facto be considered resigned or ousted from office and shall perpetually no longer be eligible for election or appointment to any position in the UNION.

The decision of the impeachment body shall be final and executory.

ARTICLE XVI FISCAL YEAR

Section 1. The Union's fiscal year shall commence on January 1st and shall end on December 31st every year.

ARTICLE XVII AMENDMENTS

Section 1. Any amendment to this Constitution may be initiated by the NEO/NBOT or upon formal petition signed by at least ten percent (10%) of the total number of bonafide members of which every region must be represented by at least ten percent (10%).

Section 2. All amendments shall become final upon ratification by two-thirds (2/3) vote of the Congress of the UNION or through a referendum.

ARTICLE XVIII TRANSITORY PROVISION

Section 1. Existing Interim Officers of the Union at the time of the ratification of the amendments to this Constitution shall continue to serve the UNION in their capacities as UNION officers until their replacement.

Positions affected by this amendment are deemed terminated.

In case of created positions brought about by this amendment, the same shall be filled in accordance with the existing provisions of this Constitution.

Those REO who were elected during clustered assemblies shall serve as interim officers until replaced by election or appointment by the NEC/NBOT.

ARTICLE XIX EFFECTIVITY


Section 1. This Constitution and the amendments thereto shall take effect on the day following its ratification.

Adopted and ratified this 12th day of December, 2018 at Crown Legacy Hotel, Kisad Road, Baguio City.


Certified Correct:


EFREN L. ALCERA
Secretary General

Attested:


JOHNNY G. BALAWAG
Chairman, NBOT
12th National Congress Presiding Officer

Noted:


ATTY. DOMINGO B. ALIDON
National President, DepEd NEU



**Department of Education
NATIONAL EMPLOYEES' UNION
(DepEdNEU)**

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DOLE-CSC REG. NO. 1737

CSC ACCREDITATION NO. 862

CNA Registration No. 1468



Date

A P P L I C A T I O N F O R M E M B E R S H I P

I, _____ wishes to apply for membership with the
(Last Name) (First Name) (MI)
DepEd-NEU. I understand that, as a union member, I will abide by its Constitution and By Laws, and all the lawful orders, policies and program set by the UNION or, by its authorized representatives.

Civil Status: _____ Sex: _____ Age: _____ Date of Birth: _____
Place of Birth: _____ Home/City Address: _____
Residence Tel. No. _____ Cellphone No.: _____ Fax No.: _____
Region: _____ Division/School Address: _____
Office Tel. No.: _____ Email Address: _____ Designation: _____
Employment Status: _____ Employee Number: _____ Yrs. in Service: _____
Spouse Name: _____ Occupation: _____ Office/Address: _____

Name of Dependent/Children	Date of Birth	Age
_____	_____	_____
_____	_____	_____

Please notify (in case of emergency):

Name: _____ Relationship: _____ Tel. No.: _____
Address: _____ Cellphone No.: _____

Submitted by:

(Applicant's Signature Over Printed Name)

(for internal office use only)

Application received by/Date: _____
Application Form Control No.: _____
Assigned Identification Card No. _____

Application Approved by:

(Signature Over Printed Name)

DepEd NEU Treasurer Control
Control No.: _____
OR No. : _____
Payment Date: _____

DepEdNEU
Control No. : _____
Date Received : _____



Department of Education
NATIONAL EMPLOYEES' UNION
(DepEdNEU)

3/F Dormitory E Bldg., DepED Complex, Meralco Ave., Pasig City
Website: depedneu.wordpress.com / eMail: depedneupresident@gmail.com
Direct Line: Telefax: (02) 8636-3549
DOLE-CSC REG. NO. 1737
CSC ACCREDITATION NO. 862
CNA Registration No. 1468



AUTHORIZATION TO DEDUCT

To: Payroll Services Unit/Cash Division
Department of Education
Regional/Division Office No.
Address: _____

Note to the Applicant:
*Please sign this **AUTHORIZATION**
on the space provided below to avoid delay
in processing of your application.*

I hereby authorize the Department of Education, Payroll Service Unit/Cash Division/School to immediately facilitate deduction from my monthly Salary/Payroll the amount of **ONE HUNDRED FIFTY PESOS (Php150.00)** through **APDS CODE No. 2039**, representing payment of my union dues amounting to One Hundred Pesos (Php100.00) and mutual aid contribution in the amount of Fifty Pesos (Php50.00).

_____/_____/_____
(Division No.) (Station No.) (Employee No.)

(Applicant's Signature Over Printed Name)