



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 21, 2026

REGIONAL MEMORANDUM
NEU-2026 **1369**

**ADVISORY ON THE RATIFICATION OF THE
2025 COLLECTIVE NEGOTIATIONS AGREEMENT (CNA)**

To: Schools Division Superintendents
NEU Regional Executive Officers
NEU Division Chapter Presidents
All Non-Teaching Concerned

1. As part of the Civil Service Commission (CSC) process for the registration of the signed 2025 CNA with the DepEd Management, the DepEd NEU are taking the following steps for the **2025 CNA Ratification and Registration**, as follows:

1.1 Ratification and Documentation:

Secure approval from a majority (50% plus one) of rank-and-file employees and have officials certify the supporting documents under oath;

Ratification shall be for a period of two (2) weeks with a deadline on or before October 26, 2026. **For Region 8, our deadline is on or before October 24, 2026.**

1.2 Filing with the CSC:

Submit four (4) notarized copies of the agreement and required proofs to the appropriate CSC Regional Office within ninety (90) calendar days of signing.

2. Procedure.

2.1 Division Chapter President.

- 2.1.1 The Division Chapter President shall print the provided excel file in three (3) copies using long bond paper (8.5"x13") in landscape format containing all members in the respective division.
- 2.1.2. The Division Chapter President shall ensure that each member's row is all populated with the required data asked and fresh ink signed by each member in all copies.
- 2.1.3 The Division Chapter President shall be responsible for updating the excel file with the newly populated required data and scanning documents converting them to pdf copies.
- 2.1.4 The Division Chapter President shall send the populated, scanned, converted pdf copies to the respective email address of the Regional President.

- 2.1.5 The Division Chapter President shall likewise send the three (3) physical copies of the ratification documents duly signed by the members.
- 2.1.6 The Division Chapter President shall procure a certification from his/her respective HRMO on the total number of plantilla non-teaching personnel **AND** the total number of the **union** members the respective division. Original copies of the HRMO certification shall be sent to the Regional President.

2.2 Regional Chapter President.

- 2.2.1 Once collated the Regional President shall email all completed and updated ratification documents to the email address of Deput Secretary for Membership Deo Genito: **deogenito@gmail.com**
- 2.2.2 The Regional President shall hand carry two (2) copies of the signed ratification documents on a date assigned as instructed by the Secretary General. The extra copy would be kept on file by the Regional President.

3. Dates to Remember:

- October 14-23, 2026 - Ratification Period
October 26, 2026 - Deadline for Ratification
November 3, 2026 - Filing for Registration of the 2025 CNA with the CSC

4. Information, reference, and wide dissemination of this memorandum is hereby enjoined.



SALUSTIANO T. JIMENEZ, JD, EdD, CESO III
Regional Director

Enclosures: NEU CO Memorandum (unsigned)

References: None

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



ASSEMBLY NON-TEACHING RANK-AND-FILE UNION

NEU RO8