



Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF ESCALANTE CITY



May 25, 2026

DIVISION MEMORANDUM

No. 106, s. 2026

HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS) FOR FY 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
Division HRMPSB and Sub-Committees
All Others Concerned

1. Pursuant to **Memorandum No. DM-OUHROD-2026-0095** dated January 16, 2026, titled "*Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service (CoS) for FY 2026*," this Office hereby invites interested and qualified applicants for the hiring of School-Based Administrative Support Staff under Contract of Service (CoS) for FY 2026, to be assigned at **Paitan Integrated School**.

2. In support of the implementation of DepEd initiatives on the removal of administrative tasks from teachers and to ensure uninterrupted school operations, eligible schools may renew existing CoS personnel or hire replacements subject to existing rules and regulations.

3. Qualified and interested individuals are invited to submit their applications, including one (1) complete application folder with clear copies of the required documents, to **MR. FLOYD G. CABUS**, Principal I of Paitan Integrated School, **not later than 5:00 PM on June 5, 2026**. The following are the required documents:

a. (Original) Letter of intent **indicating the position(s) applied for** addressed to:

PETER J. GALIMBA
OIC, Schools Division Superintendent

- b. Updated and Notarized CSC Form 212 (Revised 2017) with the latest prescribed photo (Original)
- c. Transcript of Records (Photocopy)
- d. Certificate of Training (if applicable) (Photocopy)
- e. Certificate/s of specialized training (Photocopy)
- f. Birth Certificate issued by the Philippine Statistics Authority (PSA)
- g. BIR Tax Identification No. (TIN)

4. Please ensure that the documents are properly tabbed and labeled for clarity.

5. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.

6. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000," which provides that "electronic documents shall have the legal effect, validity, or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated to be usable for subsequent reference,"





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online submission of electronic copies of the above-enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification. Clear scanned copies of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.

7. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this office highly encourages qualified person to apply and open to those with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation.

8. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.

9. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.

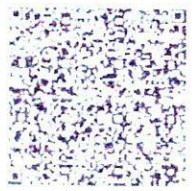
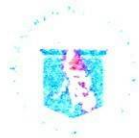

PETER J. GALIMBA

OIC, Schools Division Superintendent 

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

CONTRACT OF SERVICE NON-TEACHING EMPLOYMENT



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION RECORDS OFFICE NO. VIII

MEMORANDUM
DM-OUHROD-2026- 0095

DATE: 1-21-26
TRACKING # 228 TIME 2:02 PM
SIGNATURE: [Signature]

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED



Handwritten note: 11/21/26 5:15 PM

FROM : **WILFREDO E. CABRAL**,
Undersecretary for Human Resource and Organizational Development and Infrastructure

SUBJECT : **GUIDELINES ON THE RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR FY 2026**

DATE : January 16, 2026

In support of DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and to ensure no disruption of day-to-day school operations, the Department shall continue to **download additional Maintenance and Other Operating Expenses (MOOE)** for the **renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS)**.

In this regard, the field offices are instructed to adhere to the following guidelines and procedures:

I. List of Eligible Schools

- A. There shall be no changes to the list of eligible schools. The list of schools per Schools Division Office (SDO) can be accessed through this link: <https://bit.ly/ListofEligibleSchools>.
- B. In compliance with CSC-COA-DBM Joint Circular No. 1, s. 2025, only eligible schools with an existing CoS personnel whose contract is effective until December 31, 2025 shall be allowed to renew such contract or hire a replacement.
- C. The schools that were allocated with CoS personnel due to utilization of savings from the downloaded FY 2025 MOOE are not covered in the list of eligible schools.

Handwritten note: CRD Email 1/21/26

II. Terms of Reference

A. The Administrative Support Staff under the CoS engagement shall provide assistance to the school in the delivery of prompt and quality administrative and clerical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head. The following are their specific duties and responsibilities:

- Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing and conducting programs, projects, and activities; and
- Perform other administrative and clerical assistance as may be determined by the School Head.

B. The minimum qualifications for the administrative support staff are as follows:

- **Education:** At least Junior High School graduate
- **Training:** None Required
- **Experience:** None Required
- **Eligibility:** None Required

Other qualifications:

- Able to prepare templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

III. Funding Source, Downloading, and Use of Additional MOOE

A. The additional MOOE shall be sourced from any excess funds or remaining balances from the downloaded FY 2025 GMS-MOOE for the same purpose, the FY 2026 GMS-MOOE of the Central Office, and/or other funding sources that the Central Office may identify as necessary and applicable. The field offices are instructed to fully utilize the excess funds or balances prior to charging any requirements against the FY 2026 funds to be downloaded.

The downloading of additional MOOE shall commence upon approval of the FY 2026 General Appropriation Act (GAA) and issuance of the National Budget Circular for the Guidelines on the Release of Funds for FY 2026. Hence, the CoS personnel to be renewed or hired shall be advised that the release of their initial salary may be affected by this timeline. Nonetheless, the Central Office shall exhaust all measures to expedite the downloading of funds.

B. The funds shall be downloaded to the Regional Offices (ROs). The ROs shall further download the funds to SDOs based on the **Allocation list** attached as **Annex A**.

- C. The additional MOOE shall be used as payment of monthly salary covering the entire duration of the service agreement, including premium of the Administrative Support Staff. The use of funds herein shall be in accordance with existing budgeting, accounting, and auditing laws, rules, and regulations.
- D. A separate issuance shall be released to guide the field offices in the utilization of any **balances or excess funds from the downloaded MOOE.**

IV. **Renewal of Service Agreement**

For incumbents who shall continue to render their services, the following guidelines and procedures shall be observed:

- A. The SDO, in coordination with the concerned School Heads, shall determine the performance of the CoS personnel in the accomplishment of school deliverables that are specified in their Terms of Reference (ToR), as may be reflected in the RPMS IPCRF or other established mechanisms accounting for performance of personnel. In the absence of an accomplished RPMS IPCRF or any other established mechanisms, an incumbent cannot renew his/her service agreement.
- B. The School Head shall prepare and submit the **Authority to Renew Service Agreement ToR**, and other hiring documents for processing by the SDO.
- C. The SDO – Administrative Unit (Personnel Section) shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Office of the Schools Division Superintendent (SDS) for approval.
- D. The SDS shall evaluate and sign the service agreement. Once the service agreement is approved, the CoS personnel shall be responsible for having their service agreement notarized.

V. **New Hires**

In cases where there shall be changes in the incumbents, the following guidelines and procedures shall be observed to facilitate **hiring for replacement**:

- A. The SDO – Human Resource Management Office (SDO-HRMO) shall post the job vacancy for Administrative Support Staff (CoS) for at most 10 calendar days.
- B. The School Head, in coordination and consultation with the SDO-HRMO, shall conduct the assessment process for qualified applicants such as review of the curriculum vitae, interviews, etc. It is also the responsibility of the School Head to evaluate the results of the assessment.
- C. The School Head shall prepare and submit the following:
1. Authority to Hire

2. Accomplished Terms of Reference (ToR)
 3. Signed Service Agreement
 4. Updated and Notarized Personal Data Sheet (PDS) (SC Form No. 212, Revised 2017)
 5. Curriculum Vitae (CV)
 6. Transcript Of Records
 7. Certificate of Training (if applicable)
 8. Birth Certificate issued by Philippine Statistics Authority (PSA)
 9. BIR Tax Identification No. (TIN)
- *Items 4-9 shall be submitted by the applicant to the School Head.*

Note: The recommended CoS for hiring should sign the ToR and Service Agreement before the School Head submits them to the SDO. However, the recommended CoS must be informed that their application is still subject to approval of the SDS.

- D. The SDO – Administrative Unit (Personnel Section) shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Office of the SDS for approval.
- E. The SDS shall evaluate and sign the service agreement once reviewed and approved. Moreover, the CoS personnel shall be responsible for the notarization of their service agreement.

VI. Duration of Service Agreement

All Service Agreements shall initially cover a duration of **six (6) months**. Any extension of the Service Agreement shall be subject to evaluation and the availability of Lands.

VII. Payment of Salary and Premium

- A. The salary of the renewed and hired CoS personnel shall be at a uniform rate of PnP 20,000.00 per month.
- B. The renewed or hired CoS personnel shall prepare the taxation requirements (e.g., BIR Form No. 1901/1905 verified by the concerned Revenue District Office (RDO), Annex B-2 duly notarized with documentary stamp) with guidance from the SDO.
- C. As a general rule, the payment of salary and premium of the Administrative Support Staff shall be made by the school concerned in accordance with the following procedures:
 1. The hired CoS personnel shall prepare their **accomplishment report** and **daily time record (DTR)**
 2. The schools, upon review of the accomplishment report and DTR, shall pay the salary of the Administrative Support Staff and submit the required documents for liquidation of CoS salary to the SDO. The **accomplishment report**, **DTR**, and **notarized service agreement** shall be attached.

3. The SDO shall liquidate the cash advance for salary of CoS personnel in non-implementing units in accordance with existing procedures.

D. In cases where SDOs or Implementing Units (IUs) opt to process payments through payrolls (List of Due and Demandable Accounts Payable), they may adopt such an arrangement, if deemed convenient and practicable, in accordance with existing procedures.

E. All Regions shall have a **uniform premium rate of 10%**. The payment of premium shall be given in tranches, as follows:

Premium Payment	Payment Schedule
January to June	July
July to November	December
December	January (next year)

F. The premium shall be computed as follows:

Premium Rate (10%)	x	Monthly Salary	=	Premium Cost
10%	x	PhP 20,000	=	PhP 2,000

VIII. Monitoring

A. Utilization of Fund

The ROs and SDOs shall monitor the utilization of the downloaded additional MOOE.

B. Deployment of Hired COS Personnel

The SDO-HRMO shall update the information of the renewed or newly-hired COS personnel through this link: bit.ly/School-basedCOSMonitoring.

IX. Templates

All templates for the Authority to Renew, Authority to Hire, ToR, service agreement, and other relevant documents can be accessed through this link: https://bit.ly/QuickGuide_HIRINGPROCESS.

Should there be further questions or concerns, please contact the BHROD SED through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.

For immediate dissemination and appropriate action.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Finance

Additional MOOE for the Hiring and Renewal of School-based Administrative Support Staff under Contract of Service (COS)
 Allocation List and Financial Requirement By Region and SDO for 6 Months
 FY 2026

Annex A

Region	Division	Number of Schools	Monthly Salary	Premium Amount (10%)	Total MOOE Requirement
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI	Division	10			
Region VI Total		100			131,826,950.00
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII	Division	10			
Region VII Total		770			95,040,000.00
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII	Division	10			
Region VIII Total		1684			72,608,070.00
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX	Division	10			
Region IX Total		172			27,476,000.00
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X	Division	10			
Region X Total		380			50,470,000.00
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI	Division	10			
Region XI Total		620			59,827,000.00
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII	Division	10			
Region XII Total		100			15,270,000.00
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA	Division	10			
CARAGA Total		100			13,590,000.00
GRAND TOTAL		7962			922,184,000.00