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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

2607-90

Office of the Schools Division Superintendent

06 JUL 2026

**DIVISION MEMORANDUM**

No. 514, s. 2026

**NON-RENEWAL OF CONTRACTS OF SERVICE OF SCHOOL-BASED  
ADMINISTRATIVE SUPPORT STAFF UNDER DM-OUHRODI-2026-0095**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Section/Unit Head  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is relative to the attached **Memorandum DM-OUHRODI-2026-2261**, entitled "**Non-Renewal of Contracts of Service of School-Based Administrative Support Staff**," which pertains to the engagement of School-Based Administrative Support Staff under Contract of Service (CoS) for the first half of FY 2026, funded through the additional Maintenance and Other Operating Expenses (MOOE) pursuant to **DM-OUHROD-2026-0095**, entitled "**Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service for FY 2026**."

2. Pursuant to **Section VI** of the said Memorandum, **all existing Service Agreements of School-Based Administrative Support Staff under Contract of Service (CoS) shall expire on their respective end dates and shall not be renewed**, as the downloaded funds cover only the approved six (6)-month contract period.

3. In view thereof, all concerned School Heads concerned are hereby directed to:

- a. Inform the affected CoS personnel of the non-renewal of their Service Agreements;
- b. Ensure the completion and proper turnover of all pending tasks, records, reports, work outputs, and accountabilities prior to contract expiration;
- c. Ensure that the affected CoS personnel complete the required clearance procedures in accordance with existing Department policies.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
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- d. Ensure that the affected personnel secure the necessary clearances in accordance with existing Department policies, accounting, auditing, and other applicable laws, rules, and regulations.
3. All concerned are directed to **strictly comply** with the provisions of the attached Memorandum and undertake the necessary administrative actions.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

2667-90 E 1136

## MEMORANDUM

DM-OUHRODI-2026-2261

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

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

SUBJECT : **NON-RENEWAL OF CONTRACTS OF SERVICE OF SCHOOL-  
BASED ADMINISTRATIVE SUPPORT STAFF UNDER DM-  
OUHROD-2026-0095**

DATE : June 26, 2026

This pertains to the engagement of School-Based Administrative Support Staff under Contract of Service (CoS) for the first half of FY 2026, funded through the additional Maintenance and Other Operating Expenses (MOOE) downloaded by this Office pursuant to **DM-OUHROD-2026-0095**, titled "**Guidelines on the Renewal and Hiring of School-based Administrative Support Staff under Contract of Service for FY 2026**".

Pursuant to **Section VI of DM-OUHROD-2026-0095**, and considering that the funds downloaded for the engagement of **School-Based Administrative Support Staff** under Contract of Service (CoS) are sufficient only to cover the initial six-month duration prescribed under the aforementioned Memorandum, **all existing Service Agreements shall expire on their respective end dates and shall not be renewed beyond the approved six-month contract period.**

In view thereof, all concerned Schools Division Offices (SDOs) and School Heads are directed to ensure the proper completion, turnover, and documentation of all pending tasks, records, reports, accountabilities, and outputs of the affected CoS personnel prior to the expiration of their Service Agreements.

The CoS personnel concerned shall likewise surrender and turn over all school properties, equipment, documents, records, and other accountabilities under their custody to the School Head or designated property custodian. Appropriate clearance procedures shall be undertaken in accordance with existing Department policies, accounting, auditing, and other applicable rules and regulations.

All concerned offices are also directed to ensure that affected CoS personnel are properly informed of the non-renewal of their contracts and that all necessary administrative actions are undertaken in accordance with existing laws, rules, regulations, and issuances of the Department.

Should there be further concerns or questions, please coordinate with the Bureau of Human Resource and Organizational Development – School Effectiveness Division **(BHROD-SED)** through **Mr. Jerson Miguel Collado** via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your appropriate action.

**Copy furnished:**

**Office of the Undersecretary for Finance**