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

2607-1001

15 JUL 2026

Office of the Schools Division Superintendent

## DIVISION MEMORANDUM

No. 556, s. 2026

**SUBMISSION OF DATA ON THE NON-RENEWAL OF CONTRACTS OF SERVICE  
OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF**

To: Assistant Schools Division Superintendent  
School Head, Ilocos Sur National High School

1. Pursuant to Regional Memorandum No. 864, s. 2026, entitled "*Non-Renewal of Contracts of Service of School-Based Administrative Support Staff under DM-OUHROD-2026-0095*," all existing Service Agreements of School-Based Administrative Support Staff engaged under the Contract of Service (CoS) shall expire on their respective end dates and shall not be renewed beyond the approved six-month contract period.
2. In line with the foregoing, you are hereby directed to **submit the required data on the affected Contract of Service (CoS) personnel by accomplishing the online form through the following link: <https://tinyurl.com/SchoolCOS-DepEDR1>, not later than July 17, 2026.**
3. Likewise, ensure the proper completion and turnover of all pending tasks, records, reports, accountabilities, and outputs of the affected Contract of Service personnel before the expiration of their Service Agreements. The concerned personnel shall be informed of the non-renewal of their contracts, and all clearance and turnover requirements shall be completed in accordance with existing laws, rules, regulations, and applicable Department issuances.
4. Immediate compliance with this Memorandum is hereby directed.



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



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Republic of the Philippines  
Department of Education  
REGION I



REGIONAL MEMORANDUM  
No. 864 s. 2026

2027-1061 E 1177

JUL 13 2026

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

To: Schools Division Superintendent  
All Others Concerned

1. This pertains to the engagement of School-Based Administrative Support Staff under Contract of Service for the first half of FY 2026, funded through the additional Maintenance and Other Operating Expenses (MOOE), downloaded by DepEd CO - BRHOD pursuant to DM-OUHROD-2026-0095, titled "Guidelines on the Renewal and Hiring of School-based Administrative Support Staff under the Contract of Service for FY 2026".
2. Pursuant to Section VI of the said memorandum and considering that the funds downloaded for the engagement of School-Based Administrative Support under Contract of Service are sufficient only to cover the initial six-month duration, **all existing Service Agreements shall expire on their respective end dates and shall not be renewed beyond the approved six-month contract period.**
3. In this regard, concerned Schools Division Offices and School Heads are directed to ensure the proper completion, turnover, and documentation of all pending tasks, recors, reports, accountabilities, and outputs of the affected CoS personnel prior to the expiration of their Service Agreements.
4. For monitoring purposes, this Office, through the Administrative Division, requests all concerned Schools Division Offices to submit the contract period and termination date of the affected CoS personnel by accomplishing this form: <https://tinyurl.com/SchoolCOS-DepEdR1> on or before **July 17, 2026**.
5. All concerned offices are likewise directed to ensure that the affected CoS personnel are properly informed of the non-renewal of their contracts and that all necessary administrative actions, including the clearance and turnover of accountabilities, are undertaken in accordance with existing laws, rules, regulations, and applicable Department issuances.
6. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.

*pla*  
**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
Director IV/Regional Director *q*

Encl. and Ref: none.

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

ADMINISTRATIVE      SUPPORT      CONTRACT OF SERVICE

ADMIN/RJLC/LGAbaya/RM\_CoSpersonnel  
July 9, 2026



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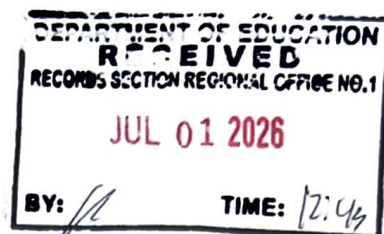


Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



### 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**