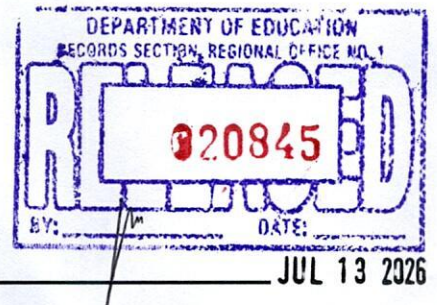




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 864 s. 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.

Estela P. Leon-Cariño
ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

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

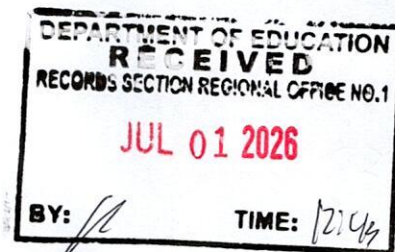


Republika ng Pilipinas

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*



REC2606296

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.

For your appropriate action.

Copy furnished:

Office of the Undersecretary for Finance