Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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OFFICE MEMORANDUM
CASH-2026-411

REVISED GUIDELINES OF DEPED REGIONAL OFFICE I MUTUAL AID SYSTEM AND DESIGNATION COMMITTEE

To: All Personnel Concerned

1. This is to reiterate the provisions of Office Memorandum No. 0078, Series of 2026, entitled **"Revised Guidelines of DepEd Regional Office 1 Mutual Aid System and Designation of Committee,"** which aims to provide mutual assistance and support among employees during times of personal difficulties and unforeseen circumstances.

2. In this regard, all personnel are reminded of the purpose and significance of the Mutual Aid Contribution as a means of promoting the welfare and well-being of fellow employees through mutual assistance and support.

3. This initiative embodies the values of unity, compassion, and solidarity among employees, fostering a culture of concern, cooperation, and shared responsibility within the workplace.

4. In view thereof, the concerned collector in your office will get the contribution on **December 1, 2026**, and all contributions collected shall be remitted to the **Cash Section every first Thursday of the month**, in accordance with the prescribed amount, guidelines, and procedures stipulated in the aforementioned Office Memorandum.

5. New personnel including Contract of Service/Technical Assistants may voluntarily enroll in the mutual aid contribution.

6. Please be guided accordingly.

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

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Cash Section/lmp/(OM Revised Guidelines)
November 23, 2026