



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD** *LM*
OIC-Schools Division Superintendent

SUBJECT: **Dissemination of DepED Memorandum DM-OUHROD-2025-0083**
(Guidelines on the Renewal and Hiring of School-Based
Administrative Support Staff Under Contract of Service for the
Provided Eligible Schools)

DATE: January 16, 2025

For information and guidance of all concerned, attached is a copy of DepEd Memorandum DM-OUHROD-2025-0083 dated January 13, 2025 issued by the Office of the Undersecretary for Human Resource and Organizational Development re: "*Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service for the Provided Eligible Schools*", which is self-explanatory.

Immediate dissemination of the contents of this Memorandum is desired.

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Lead to Excel. Excel to Lead."*



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0083

TO : **Regional Directors**
Schools Division Superintendents
School Heads
All Others Concerned

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

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

DATE : 13 January 2025

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. The schools that were allocated with CoS personnel due to utilization of savings from the downloaded FY 2024 MOOE are not covered in the list of eligible schools.

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 Senior 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. Downloading of Additional MOOE

A. The payment of monthly salary covering the entire duration of the service agreement, including premium of the Administrative Support Staff, shall be sourced from the additional MOOE to be downloaded to the school concerned, subject to the usual budgeting, accounting, and auditing laws, rules, and regulations.

B. The additional MOOE to be downloaded shall be sourced from the General Management and Supervision (GMS) MOOE of the Central Office and/or other funding sources that the Central Office may identify as necessary and applicable. The downloading of additional MOOE shall commence upon approval of the FY 2025 General Appropriation Act (GAA) and issuance of the National Budget Circular for the Guidelines on the Release of Funds for FY 2025. Hence, the CoS personnel to be renewed or hired shall be advised of the possible delay in the release of their monthly salary. Nonetheless, the Central Office shall exhaust all measures to expedite the downloading of funds.

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 ten (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) (CSC 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 approved service agreement.

VI. Payment of Salary and Premium

A. The salary of the renewed and hired CoS personnel shall be computed as follows:

Regional Minimum Wage*	x	22 days	=	Monthly Salary
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**The copy of the updated Regional Minimum Wage can be accessed in the online repository of templates provided in Item VIII of this Memorandum.*

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. For 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 12.5%**. The payment of premium shall be given in tranches, as follows:

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

F. The premium shall be computed as follows:

Premium Rate (12.5%)	x	monthly salary	=	Premium Cost
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VII. Monitoring

A. The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall monitor the progress of the renewal and hiring of the school-based Administrative Support Staff under CoS. The monitoring tool to be used shall be issued separately.

- B. The ROs and the SDOs shall be responsible for the monitoring of the utilization of the downloaded additional MOOE.

VIII. 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

Region	Division	School ID	School Name
		442	442
Region IV-B	Calapan City	111568	P. TOLENTINO MS
Region IV-B	Calapan City	111567	NAGIBA ES
Region IV-B	Calapan City	301802	NAGIBA NHS
Region IV-B	Calapan City	111563	M. PESIG ES
Region IV-B	Calapan City	111552	BATINO ES
Region IV-B	Calapan City	111558	CAMANSIHAN ES
Region IV-B	Marinduque	109883	Tumagabok ES
Region IV-B	Marinduque	109930	Gaspar ES
Region IV-B	Marinduque	308803	PutingBuhaning NHS
Region IV-B	Marinduque	109965	Haguimit ES
Region IV-B	Marinduque	109976	Tambangan ES
Region IV-B	Marinduque	109990	Kasily ES
Region IV-B	Marinduque	109988	Kalangkang ES
Region IV-B	Marinduque	110034	Talawan ES
Region IV-B	Marinduque	169005	Sinambahan ES
Region IV-B	Marinduque	109871	Hinapulan ES
Region IV-B	Marinduque	109879	Putting Buhangin ES
Region IV-B	Marinduque	109901	Tambunan ES
Region IV-B	Marinduque	109892	Boi ES
Region IV-B	Marinduque	109893	Canat ES
Region IV-B	Marinduque	109890	Binunga ES
Region IV-B	Marinduque	109906	Bicas-Bicas ES
Region IV-B	Marinduque	109903	Bagacay ES
Region IV-B	Marinduque	109935	Tabionan ES
Region IV-B	Marinduque	169009	Malayak ES
Region IV-B	Marinduque	109956	PutingBuhaning ES
Region IV-B	Marinduque	301564	Tambangan NHS
Region IV-B	Marinduque	109989	Kamandugan ES
Region IV-B	Marinduque	109994	San Isidro ES
Region IV-B	Marinduque	301546	Kasily NHS

Region IV-B	Marinduque	110003	Maniwaya ES
Region IV-B	Marinduque	110006	Mongpong ES
Region IV-B	Marinduque	110007	Polo ES
Region IV-B	Marinduque	301552	Maniwaya NHS
Region IV-B	Marinduque	301558	Mongpong NHS
Region IV-B	Marinduque	301559	Polo NHS
Region IV-B	Marinduque	110010	Tapian ES
Region IV-B	Marinduque	110000	Labo ES
Region IV-B	Marinduque	110002	Makulapnit ES
Region IV-B	Marinduque	110008	San Antonio ES
Region IV-B	Marinduque	301547	Kilo Kilo NHS
Region IV-B	Marinduque	110030	Payanas ES
Region IV-B	Marinduque	109902	Tugos ES
Region IV-B	Marinduque	109922	Bacongbacong ES
Region IV-B	Marinduque	109958	Silangan ES
Region IV-B	Marinduque	109945	Hinadharan ES
Region IV-B	Marinduque	110032	Sibuyao ES
Region IV-B	Marinduque	301562	Sibuyao NHS
Region IV-B	Marinduque	109869	Buliasnin ES
Region IV-B	Marinduque	109872	Lupac-Tabigue ES
Region IV-B	Marinduque	109874	Maligaya ES
Region IV-B	Marinduque	109876	Pili-Balogo ES
Region IV-B	Marinduque	109878	Poras ES
Region IV-B	Marinduque	109866	Agumaymayan ES
Region IV-B	Marinduque	109867	Balimbing ES
Region IV-B	Marinduque	109877	Poctoy ES
Region IV-B	Marinduque	109880	Puyog ES
Region IV-B	Marinduque	109881	Sawi ES
Region IV-B	Marinduque	301544	Ilaya NHS
Region IV-B	Marinduque	109884	Amoingon ES
Region IV-B	Marinduque	109888	Bangbangalon ES
Region IV-B	Marinduque	109896	Don Severino MS

Region IV-B	Marinduque	109897	Duyay ES
Region IV-B	Marinduque	109887	Bamban ES
Region IV-B	Marinduque	109889	Bantay ES
Region IV-B	Marinduque	109898	Mainit ES
Region IV-B	Marinduque	109900	Maybo ES
Region IV-B	Marinduque	301535	Buenavista NHS - Main
Region IV-B	Marinduque	109905	Bancoro ES
Region IV-B	Marinduque	109914	Malbog ES
Region IV-B	Marinduque	109911	Daykitin ES
Region IV-B	Marinduque	109904	Bagtingon ES
Region IV-B	Marinduque	109916	Sihit ES
Region IV-B	Marinduque	109909	Caigangan ES
Region IV-B	Marinduque	109915	Pag-asa ES
Region IV-B	Marinduque	109919	Yook ES
Region IV-B	Marinduque	301568	Yook NHS
Region IV-B	Marinduque	301538	Lipata-Tungib Annex
Region IV-B	Marinduque	301536	Bagacay Annex
Region IV-B	Marinduque	109907	Binunga ES
Region IV-B	Marinduque	109923	Bahit ES
Region IV-B	Marinduque	301565	Tapuyan NHS
Region IV-B	Marinduque	169011	ASSLES
Region IV-B	Marinduque	301531	Bangbang NHS
Region IV-B	Marinduque	308804	Paciano ASMHS
Region IV-B	Marinduque	109921	Bachao ES
Region IV-B	Marinduque	169006	Banuyo ES
Region IV-B	Marinduque	109920	Antipolo ES
Region IV-B	Marinduque	109932	Mat. Gasan ES
Region IV-B	Marinduque	109925	Banot-Mahunig ES
Region IV-B	Marinduque	301567	Tigion NHS
Region IV-B	Marinduque	169002	Sumangga ES
Region IV-B	Marinduque	109949	Magapua ES
Region IV-B	Marinduque	109947	Lamesa ES

Region IV-B	Marinduque	169004	Danao ES
Region IV-B	Marinduque	109946	Hinanggayon ES
Region IV-B	Marinduque	109942	Butansapa ES
Region IV-B	Marinduque	169008	Janagdong ES
Region IV-B	Marinduque	109953	Nangka ES
Region IV-B	Marinduque	109940	Bintakay ES
Region IV-B	Marinduque	109957	Sayao ES
Region IV-B	Marinduque	301561	Sayao NHS
Region IV-B	Marinduque	109963	Biga ES
Region IV-B	Marinduque	109960	Alobo ES
Region IV-B	Marinduque	109975	Tamayo ES
Region IV-B	Marinduque	109961	Angas ES
Region IV-B	Marinduque	109972	Pantayin ES
Region IV-B	Marinduque	109971	Pansoy ES
Region IV-B	Marinduque	301563	Tagum NHS
Region IV-B	Marinduque	301549	Makapuyat NHS
Region IV-B	Marinduque	109962	Banogbog ES
Region IV-B	Marinduque	109964	Devilla ES
Region IV-B	Marinduque	109970	Pulong Parang ES
Region IV-B	Marinduque	109968	Masalukot ES
Region IV-B	Marinduque	109993	Punong ES
Region IV-B	Marinduque	109985	Dolores ES
Region IV-B	Marinduque	109984	Dating Bayan ES
Region IV-B	Marinduque	109979	Aturan ES
Region IV-B	Marinduque	109992	Lusok ES
Region IV-B	Marinduque	301560	Punong NHS
Region IV-B	Marinduque	301542	Dolores NHS
Region IV-B	Marinduque	301548	Landy NHS
Region IV-B	Marinduque	109981	Balogo ES
Region IV-B	Marinduque	109980	Baliis ES
Region IV-B	Marinduque	109986	Hupi ES
Region IV-B	Marinduque	301545	Ipil NHS

Region IV-B	Marinduque	301543	Hupi NHS
Region IV-B	Marinduque	301555	Matalaba NHS
Region IV-B	Marinduque	109998	Kaganhao ES
Region IV-B	Marinduque	109999	Kinyaman ES
Region IV-B	Marinduque	110001	Lipa ES
Region IV-B	Marinduque	110019	Dampulan ES
Region IV-B	Marinduque	110022	Makawayan ES
Region IV-B	Marinduque	110026	Marlangga ES
Region IV-B	Marinduque	110031	Poctoy ES
Region IV-B	Marinduque	308801	Poctoy NHS
Region IV-B	Marinduque	301566	Tigwi NHS
Region IV-B	Marinduque	301553	Maranlig NHS
Region IV-B	Marinduque	110014	Bolo PS
Region IV-B	Marinduque	110015	Bonliw ES
Region IV-B	Marinduque	110021	Mabuhay PS
Region IV-B	Marinduque	110027	Matuyatuya ES
Region IV-B	Marinduque	110029	Pakaskasan ES
Region IV-B	Marinduque	110033	Suha ES
Region IV-B	Marinduque	301533	Bonliw NHS
Region IV-B	Marinduque	301556	Matuyatuya NHS
Region IV-B	Marinduque	109944	Guisian ES
Region IV-B	Marinduque	109954	Paye ES
Region IV-B	Marinduque	301532	Bognuyan NHS
Region IV-B	Marinduque	301541	Cawit NHS
Region IV-B	Occidental Mindoro	110101	Talaotao Elementary School
Region IV-B	Occidental Mindoro	500029	Lubang Integrated School
Region IV-B	Occidental Mindoro	110102	Binacas Elementary School
Region IV-B	Occidental Mindoro	110114	Tumibo Elementary School
Region IV-B	Occidental Mindoro	110071	Sto. Tomas Elementary School
Region IV-B	Occidental Mindoro	110187	Talapa Elementary School