



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

January 19, 2026

DIVISION MEMORANDUM
No. 050 , s. 2026


**REQUEST TO COMPLETE SURVEY ON SCHOOL-BASED UTILITY WORKERS,
SECURITY GUARDS, AND OTHER NON-TEACHING STAFF
FOR SCHOOL YEAR 2025-2026**

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the Memorandum DM-OUHROD-2026-0038 with the subject: *Request to Complete Survey on School-Based Utility Workers, Security Guards, and Other Non-Teaching Staff for School Year 2025-2026.*
2. As cited in the Memorandum, certain school-based positions such as Security Guards and Utility Workers may be engaged using the School Maintenance and Other Operating Expenses (MOOE), subject to the school's available funds and existing budgeting and accounting rules.
3. In line with this, the Central Office requests the School Heads to complete the survey **before January 23, 2026**, to gather data on current expenditures, number, and work schedule of the said positions, which will serve as key input to the ongoing development of the School Organizational Structure and Staffing Standards (SOSSS).
4. The survey may be accessed through this link: <https://bit.ly/SchoolNTP>.
5. Immediate dissemination of this Memorandum is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

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Republika ng Pilipinas

Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0038

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

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

SUBJECT : **REQUEST TO COMPLETE SURVEY ON SCHOOL-BASED UTILITY
WORKERS, SECURITY GUARDS, AND OTHER NON-TEACHING
STAFF FOR SCHOOL YEAR 2025-2026**

DATE : January 08, 2026

The Department of Education (DepEd) continues to advance reforms in Basic Education under its five-point agenda, which emphasizes the need for adequate staffing support to ensure the smooth day-to-day operations of schools, including support from non-teaching personnel.

At present, certain school-based positions such as Security Guards and Utility Workers may be engaged using the School Maintenance and Other Operating Expenses (MOOE), subject to the school's available funds and existing budgeting and accounting rules.

In line with this, we request school heads to complete the survey to gather data on current expenditures, number, and work schedule of these positions, which will serve as key input to the ongoing development of the School Organizational Structure and Staffing Standards (SOSSS).

The survey may be accessed through the following link: <https://bit.ly/SchoolINTP>

The Regional and Schools Division Office Human Resource Management Officers (HRMOs) are requested to monitor compliance and ensure the submission of the required inventory on or before **January 23, 2026**.

Should you have any questions or concerns, please coordinate with the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) via email at bhrod.sed@deped.gov.ph or through landline number **(02) 8633-5397**.

Your prompt attention and cooperation are highly appreciated.

cc: Office of the Secretary