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

Office of the Schools Division Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 954 , s. 2026

CLARIFICATION ON THE IMPLEMENTATION OF DM OUHRODI-2026-2261
(NON-RENEWAL OF CONTRACTS OF SERVICE OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER DM-OUHROD-2026-0095)

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

1. This Office disseminates Regional Memorandum No. 1045 s. 2026, quoting DepEd Memorandum DM-OUHRODI-2026-2574 dated September 1, 2026 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure and Atty. Edson Byron K. Sy, Undersecretary of Finance, titled *Non-Renewal of Contracts of Service of School-Based Administrative Support Staff Under DM-OUHROD-2026-0095.*

2. The Memorandum provides guidance on the coverage, duration, non-renewal, and extension of Contracts of Service of School-Based Administrative Support Staff to ensure consistent implementation across all offices and schools.

3. For details, please refer to the attached Memoranda.

4. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

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By: Date:
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Office of the Regional Director

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REGIONAL MEMORANDUM
No. 1045 s. 2026

CLARIFICATION ON THE IMPLEMENTATION OF DM OUHRODI-2026-2261
(NON-RENEWAL OF CONTRACTS OF SERVICE OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER DM-OUHROD-2026-0095)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of Functional Divisions
Regional and Division Human Resource Management Officers
Public Schools District Supervisors/OICs
Secondary School Heads (IUs and OUs)
All Others Concerned

1. This Office disseminates DepEd Memorandum DM-OUHRODI-2026-2574 dated September 1, 2026 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure and Atty. Edson Byron K. Sy, Undersecretary of Finance, regarding the clarification on the Implementation of DM-OUHRODI-2026-2261, titled *Non-Renewal of Contracts of Service of School-Based Administrative Support Staff Under DM-OUHROD-2026-0095.*

2. The Memorandum provides guidance on the coverage, duration, non-renewal, and extension of Contracts of Service of School-Based Administrative Support Staff to ensure consistent implementation across all offices and schools.

3. Schools Division Offices (SDOs) are directed to disseminate the content of the DepEd Memorandum to all concerned personnel, comply with the guidelines and procedures, and monitor and report issues or concerns arising from the implementation.

4. For further details, refer to the attached Memorandum.

5. Wide dissemination of and compliance with this Memorandum are enjoined.

IRMA E. CABANTIAN, JD
Chief Administrative Officer
Administrative Service Division

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/ASD/IFC/mmp

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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

RS-2026-2642

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MEMORANDUM
DM-OUHRODI-2026-2574

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

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

Esigned by Wilfredo Cabral 9.15.19 PM

ATTY. EDSON BYRON K. SY
Undersecretary for Finance

SUBJECT : **CLARIFICATION ON THE IMPLEMENTATION OF DM OUHRODI-2026-2261, TITLED "NON-RENEWAL OF CONTRACTS OF SERVICE OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER DM-OUHROD-2026-0095"**

DATE : September 01, 2026

This refers to the queries received regarding the implementation of **DM-OUHRODI-2026-2261**, titled *"Non-renewal of Contracts of Service of School-based Administrative Support Staff under DM-OUHROD-2026-0095,"* particularly with respect to its coverage, the duration of Contract of Service (COS) engagements, and the permissibility of renewing or extending COS contracts.

Upon careful consideration of the queries received, the following clarifications are hereby provided:

1. **Coverage of DM-OUHRODI-2026-2261**

   Only School-based Administrative Support Staff under Contract of Service (COS) who were hired or renewed 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," shall be covered by and affected by **DM-OUHRODI-2026-2261**.

Accordingly, COS personnel whose engagements are funded or managed through other sources, including those engaged and compensated directly by Schools Division Offices (SDOs), are not covered by the said issuance.

2. **Duration of COS Engagements**

Funding for the engagement of School-based Administrative Support Staff under Contract of Service for FY 2026 shall cover only a **maximum engagement period of six (6) months**, subject to the availability of funds. Accordingly, the Service Agreements of affected COS personnel shall reflect a six (6)-month engagement period.

Where a **Service Agreement commenced later than January 2026 but provides for a six (6)-month engagement period** (e.g., February 2026 to July 2026 or March 2026 to August 2026), the Service Agreement **shall be honored**. Accordingly, the issuance of DM-OUHRODI-2026-2261 shall not, by itself, result in the premature termination of a valid Service Agreement.

Conversely, where a **Service Agreement commenced after January 2026 but specifies an end date of June 30, 2026, the end date indicated in the agreement shall prevail.** However, the **SDOs may renew the Service Agreement for the remaining period necessary to complete the allowable six (6)-month engagement**, subject to the availability of funds. This will allow SDOs to fully utilize the remaining downloaded funds.

3. **Utilization of Remaining Downloaded Funds**

The engagement of affected COS personnel **shall not be renewed beyond the allowable six (6)-month engagement period** prescribed under the applicable issuances.

However, **after covering the allowable six (6)-month engagements** of all affected COS personnel, including any renewals authorized under Item 2 of this Memorandum, **the SDO may recompute the remaining balance, including the continuing balances from FY 2025**.

If funds remain, the SDO may utilize such funds for the hiring or renewal of School based Administrative Support Staff under Contract of Service, provided that such utilization remains consistent with the purpose for which the funds were downloaded and the guidelines provided under **DM-OUHROD-2026-0095**.

Any hiring or renewal undertaken pursuant to this Memorandum shall likewise be subject to the applicable conditions, limitations, and requirements prescribed under **Civil Service Commission – Commission on Audit – Department of Budget and Management Joint Circular No. 1, s. 2025**.

It is likewise emphasized that **no additional funds shall be downloaded to the field beyond those already released under DM-OUHROD-2026-0095**. Accordingly, any hiring, renewal or extension shall be chargeable solely against the existing funds previously downloaded for the purpose stated in the memorandum.

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.