



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



MEMORANDUM
DM-OUHRODI-2026-2261

70226333

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

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

**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

July 01, 2020

*To: Sin. Heads
All others Concerned.*

*for information, guidance
& dissemination*

[Signature]