



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. **114** s. 2026

MAR 02 2026

MEETING ON THE IMMEDIATE PROCESSING OF PHILHEALTH ENROLLMENT AND INVENTORY COUNT OF CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS

TO : Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Relative to the attached letter from PhilHealth, this Office will conduct a meeting with the **Contract of Service (COS) and Job Order (JO) workers** on **March 4, 2026, 9:00 A.M. at the SDO Capiz Multipurpose Hall, Banica, Roxas City.**
2. The participants to this activity are the following:
 - All SDO-Based Technical Assistants
 - All SDO-Based COS personnel
 - All School-Based COS personnel (Elementary)
3. Participants are requested to bring the following:
 - PhilHealth Member Data Record (MDR) or PhilHealth ID
 - 2025 and 2026 Contracts
4. This Memorandum shall serve as the Authority to Travel for all school-based participants.
5. Expenses relative to the conduct of this activity shall be charged against the school MOOE and/or local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

ROEL F. BERMEJO
Schools Division Superintendent

Encl: None
Reference: CSC-COA DBM Joint Circular No.1, s. 2025 dated December 15, 2025
To be indicated in Perpetual Index
Under the following subjects.

MEETING PERSONNEL SCHOOLS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>