



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

DIVISION MEMORANDUM
No. 300 s. 2026

16 JUL 2026

**IMPLEMENTATION OF THE NON-RENEWAL OF CONTRACTS OF SERVICE OF
SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF, APPRECIATION OF THEIR
SERVICES, AND INTERIM ADMINISTRATIVE SUPPORT ARRANGEMENTS**

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

1. In reference to **Regional Memorandum No. 170, s. 2026**, dated July 14, 2026, titled **Non-Renewal of Contracts of Service of School-Based Administrative Support Staff under DM-OUHROD-2026-0095**, and the attached **Department Memorandum DM-OUHROD-2026-2261** dated **June 26, 2026**, this Office adopts and echoes the said issuance for the information and guidance of all concerned.
2. In compliance with the foregoing, the Contracts of Service (COS) of school-based administrative support staff shall no longer be renewed in accordance with existing Department policies and guidelines.
3. The **Schools Division Office of Capiz** expresses its profound gratitude and appreciation to all affected Contract of Service personnel for their invaluable service, dedication, professionalism, and commitment in supporting the day-to-day administrative operations of our schools. Their contributions have greatly assisted school heads, teachers, and learners and have become an integral part of the Division's efforts in delivering quality basic education.
4. Although their Contracts of Service will no longer be renewed, this Office strongly encourages qualified COS personnel to apply for existing and future vacant plantilla positions in the Department of Education. They shall be afforded equal opportunity to compete through the established Recruitment, Selection, and Appointment process based on merit, fitness, competence, and adherence to Civil Service Commission and DepEd policies.
5. To ensure continuity of administrative services in schools affected by the non-renewal of COS personnel, all Public Schools District Supervisors (PSDSs) are hereby directed to identify schools within their respective districts that no longer have administrative support staff and, in coordination with this Office, assign or designate an Administrative Officer II (AO II) from an adjacent or nearby school to provide



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

administrative assistance as may be necessary. Such arrangement shall be made with due consideration of workload, accessibility, and uninterrupted delivery of school services until an AO II is hired and assumes duty in the school.

6. School Heads are enjoined to extend appropriate assistance to affected COS personnel by informing them of vacant positions, application requirements, and schedules of recruitment activities, as well as by facilitating a smooth transition of records, documents, and ongoing administrative functions.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: As stated
References: None

To be indicated in the Perpetual Index
Under the following subjects:

CONTRACTS SERVICE



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

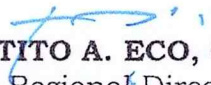
REGIONAL MEMORANDUM
No. 1707, s. 2026

JUL 14 2026

**NON-RENEWAL OF CONTRACTS OF SERVICE OF SCHOOL-BASED
ADMINISTRATIVE SUPPORT STAFF UNDER DM-OUHROD-2026-0095**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-2261 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure, dated June 26, 2026, titled *Non-Renewal of Contracts of Service of School-Based Administrative Support Staff Under DM-OUHROD-2026-0095*, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Regional Director

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

CONTRACTS SERVICE PROHIBITION OFFICIALS

PBC/CAO-RM- *Non-Renewal of Contracts of Service of School-Based Administrative
Support Staff Under DM-OUHROD-2026-0095*
066/July 06, 2026



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149
Email Address: region6@depd.gov.ph
Website: region6.depd.gov.ph



Certificate No. PHP QMS
24 93 0184



Republika ng Pilipinas

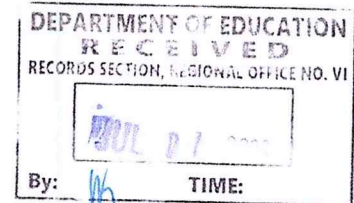
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-2261



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