



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 004, s. 2026

JAN 23 2026

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

To: Schools Division Superintendents
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2026-0038 dated January 08, 2026 re: "Request to Complete Survey on School-Based Utility Workers, Security Guards, and Other Non-Teaching Staff for School Year 2025-2026," which is issued to gather data on the current number, expenditures, and work schedules of school-based non-teaching personnel.

2. All School Heads are hereby directed to accomplish the said survey, which shall serve as a 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/SchoolNTP>

3. The Schools Division Office Human Resource Management Officers (SDO-HRMOs) are enjoined to closely monitor compliance and ensure the submission of the required inventory on or before January 23, 2026.

4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

DATA LISTS REPORTS EMPLOYEES SURVEY

ASD/PS/LAS/RM-Dissemination-Survey on School-based Utility Workers, Security Guards, and Non-Teaching Staff



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DEPARTMENT OF EDUCATION
Records Section, Negros Island Region



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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



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