Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 1216, s. 2026

OCT 22 2026

UTILIZATION AND QUARTERLY REPORTING OF FUNDS FOR MEDICAL AND DENTAL SUPPLIES AND BASIC HEALTH SERVICES

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates the attached Memorandum from the Office of the Undersecretary for Governance and Operations dated March 31, 2026 titled **"Guidelines on Allocation, Utilization, Documentation, and Reporting of Program Support Funds (PSF) for the Field Implementation of Learner Support Programs for Fiscal Year (FY) 2026,"** for compliance by Schools Division Offices in utilizing funds for medical and dental supplies and basic health services under Sub-ARO No. OSEC-NIR-26-03939.

2. The Schools Division Offices shall update the monitoring tool at https://tinyurl.com/ydp7pwrn by the 10th working day following the end of each quarter, beginning with the fourth quarter of 2026. Follow the workbook instructions, retain prior entries, and report cumulative figures for the same fund release, validated by the division Budget and Accounting Units.

3. The Schools Division Office of Talisay City shall coordinate with the Schools Division Office of Negros Occidental, which shall include and identify Talisay City's fund utilization and accomplishments in its report.

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

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated
Incl: As Stated
To be indicated in the Perpetual Index under the following subjects:

HEALTH PROGRAMS STUDENTS

MMG/ESSD-RM/Utilization and Quarterly Reporting of Funds for Medical and Dental Supplies and Basic Health Services
__/September 22, 2026

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
DM-OUGOPS-2026-07- 75

TO : **REGIONAL DIRECTORS**
CHIEF OF EDUCATION SUPPORT SERVICES DIVISION
REGIONAL SCHOOL HEALTH AND NUTRITION PERSONNEL
REGIONAL YOUTH/LEARNER FORMATION COORDINATORS
ALL OTHERS CONCERNED

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE FIELD IMPLEMENTATION OF LEARNER SUPPORT PROGRAMS FOR FISCAL YEAR (FY) 2026**

DATE : March 31, 2026

I. RATIONALE

In line with its vision of holistically developed learners with improved academic performance, the Department of Education (DepEd) implements **Learner Support Programs**[1] that complement curricular offerings for the promotion of learners' physical, moral, spiritual, intellectual, and social well-being.[2]

The Bureau of Learner Support Services (BLSS) takes the lead in the policy formulation and standard setting and **provides direction, guidance, assistance, and support to the field offices** in the implementation of Learner Support Programs under DepEd Order No. 52, s. 2015.[3] This policy also mandates the Bureau of Learner Support Services (BLSS) to formulate a Learner Support Framework (LSF) for all learner support services and issue policies and standards to guide the programs for the holistic development of learners that complement curricular offerings.

The LSF operationalizes in DepEd the Healthy Learning Institutions (HLI) Framework, in the fulfillment of Republic Act (RA) 11223 or the Universal Health Act and the DOH-DepEd, TESDA-CHED-LEB-DILG-DSWD Joint Administrative

[1] DepEd Order No. 52, s. 2015 titled, *New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education*; Enclosure No. 4, General Functions: Central Office, Item D. Governance and Operations Strand

[2] Article II, Section 13, The 1987 Constitution of the Republic of the Philippines; DepEd Order No. 31, s. 2022 titled *Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education*

[3] DM-HROD-2023-0617 titled, *DepEd RO & SDO Office Functions Version 3*

Order No. 2022-0001 or the "Guidelines on Healthy Settings Framework in Learning Institutions" and designation of schools as healthy settings.[4]

Through the LSF, DepEd also ensures its compliance with the special provision in RA 12314 or the General Appropriations Act for Fiscal Year 2026 on the use of specified funds appropriated under the Learner Support Programs for the implementation of the School Mental Health Program established through RA 12080 or the School Mental Health Program Act and other Mental Health-related programs. These programs collectively contribute to the outcomes targeted by the SMHP—the overall health and well-being of learners. These programs include but are not limited to:

- **School Health Programs** that focus on the improvement of learner readiness in terms of physical health[5], and are coordinated by the **BLSS-School Health Division (BLSS-SHD)**[6];
- the **School-Based Mental Health Program (SMHP)** which, pursuant to Republic Act (RA) 12080 or the *Basic Education Mental Health and Well-Being Promotion Act,* aims to promote and ensure the mental health and well-being of learners in schools, and is to be coordinated by the BLSS-Learner Wellness Division (BLSS-LWD) or, in the interim, the BLSS-Learner Wellness Office (BLSS-LWO)[7]; and
- **Learner Formation Programs** that focus on the aspects of developing character formation, emotional maturity, career guidance, social and leadership competence[8], and are coordinated by the **BLSS-Youth Formation Division (BLSS-YFD)** [9].

To support the field's implementation of the Learner Support Programs, the BLSS provides Regional Offices (ROs), through their respective Education Support Services Division (ESSDs), and the Schools Division Offices (SDOs), through their respective Schools Governance and Operations Division (SGODs) with **Program Support Funds (PSF)**.

While the LSF serves as the overarching structure that guides the design, delivery, monitoring, and evaluation of Learner Support Programs, the PSF is the enabling mechanism which translates the standards for safe and accessible learning environments for learners with different learning needs into actual activities which reach learners and are tailor-fit to their needs. This will ultimately lead to improvement of learner readiness in terms of physical health and proper

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[4] Through DOH-DSWD-DepEd-CHED-LEB-TESDA-DILG Joint Administrative Order (JAO) 2022-0001, *Guidelines on Healthy Settings Framework in Learning* Institutions

[5] Enclosure No. 4 to DO No. 52, s. 2015

[6] BLSS-SHD develops and recommends policies and standards, and guides and capacitates relevant DepEd personnel of related offices to effectively implement these school health programs; DM-HROD-2023-0617

[7] Pursuant to RA 12080, a separate office, the Learner Wellness Division will be created under the BLSS, to focus on the progressive realization of the SMHP. The coordination of the SMHP, previously handled by the BLSS-SHD, shall be transferred to the BLSS-LWD/O.

[8] For the purpose of these guidelines, "Learner Formation" will be used instead of "Youth Formation" and "learners" instead of "youth" for inclusivity to emphasize that such programs cater to/cover all learners

[9] BLSS-YFD is mandated to develop and recommend policies, standards, and guidelines to enable DepEd units in the efficient implementation of learner formation programs, projects, and activities; DM-HROD-2023-0617

nourishment; character formation and preparation of the youth towards leadership roles and civic service; and development of mental discipline, psychomotor skills and social values through after-school sports programs. This will empower learners to become healthier, more engaged, and future-ready.

II. SCOPE

This memorandum outlines the mechanisms for the release, allocation, and utilization, documentation, reporting, monitoring and evaluation of the PSF for the ROs and SDOs to support them in their implementation of the **following Learner Support Programs** for Fiscal Year (FY) 2026:

1. **School Health Programs:** National Drug Education Program (NDEP); Adolescent Reproductive Health (ARH); and Medical, Dental, and Nursing Services;
2. **SMHP;** and
3. **Learner Formation Programs:** Learner Government Program, Career Guidance Program, the Leadership, Advocacies, and Campaigns Development Program, including the Learner Formators' Enhancement Program.

These are the programs funded under the line item for LSP in the GAA 2026. Other Learner Support Programs funded under other line items in the GAA 2026, such as the School Sports Program, Learner Rights and Protection Programs, and the School-Based Feeding Program are **not covered** by these guidelines.

III. FUNDING REQUIREMENTS

The funding required for the implementation of this policy shall be sourced from the Learner Support Program (LSP) line item, Maintenance and Other Operating Expenses (MOOE) budget classification expenses.

From the funds appropriated under R.A. No. 12314, or the FY 2026 General Appropriations Act (GAA), a total of Nine Hundred Eighty-Five Million Sixty-Four Thousand and Eight Hundred and Ninety-Nine Pesos (**P985,064,899.00**) will be downloaded to the Regional Offices.

Additionally, Continuing Appropriations under RA No. 12116, or the FY 2025 GAA amounting to Twenty-Seven Million Three Hundred Five Thousand Pesos (**P 27,305,000.00**) will also be downloaded to the Regional Offices.

The detailed allocation of the funds to be downloaded to each region is presented in **Enclosure No. 1** (for 2026 Current Funds) and **Enclosure No. 2** (for 2025 Continuing Funds).

The release of these funds will be facilitated through Sub-Allotment Release Orders (Sub-AROs) from the Central Office (CO) to the respective ROs. In turn, the ROs shall promptly issue Sub-AROs to the corresponding SDOs. When necessary, the SDOs may further download the funds to the respective schools.

IV. UTILIZATION OF FUNDS

A. The FY 2026 Current Funds shall be valid for obligation and disbursement until December 31, 2027. While the FY 2025 Continuing Funds shall be valid for obligation and disbursement until December 31, 2026.

B. Funds shall be utilized according to the guidelines for the implementation of the **allowable/prescribed activities** in line with the set priorities for FY 2026 as contained in **Annex A** for School Health Programs, **Annex B** for the SMHP, and **Annex C** for Learner Formation Programs. Funds may also be utilized for participation in activities organized by DepEd and other partners, especially the DOH, that are related to and/or supportive of these programs and activities, such as those relevant to the continued implementation of the HLI Framework.

C. Following are the **eligible expenses** for the programs and shall be allowed **provided that they are necessary** for the conduct of allowable/prescribed activities:

1. Production, reproduction, and dissemination of Information, Education and Communication (IEC) and other digital and print materials and collaterals, including clinic and assessment forms, as well as the payment of shipping COSts for the receipt (e.g., from partners) and/or distribution (to SDOs and schools) of the same;

2. Venue, meals and snacks, and accommodation, subject to DO 2, s. 2018 titled *Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals, and Snacks, and Accommodation of Official Activities Organized and Conducted by the Department of Education)*, including pre-activities and post-activities related to the conduct of events;

   Purchase of meals and snacks shall also be consistent with DO 13, s. 2017 titled *Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices;* and venues and accommodation shall be compliant with DO 48, s. 2016 titled *Policy and Guidelines on Comprehensive Tobacco Control;*

3. Honorarium for resource speakers based on the Department of Budget and Management (DBM) Budget Circular 2007-1 (*Guidelines on the Grant of Honoraria for Lecturers, Resource Persons, Coordinators, and Facilitators*);

4. Travel expenses related to program activities, pursuant to Executive Order No. 77, s. 2019 titled, *Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel* and DO 22, s. 2019, titled *Guidelines on Official Local Travels in the Department of Education;*

While separate PSF shall be downloaded specifically for the transportation expenses of selected field participants who will be invited to participate in activities to be organized by the Central Office this FY 2026, the PSF may also be used to augment for the said expenses, as may be necessary;

5. Any other incidental expenses that are not included in the initial budget estimate but are deemed necessary for an activity be charged to the contingency fund;

6. Wages for skilled workers to carry out the establishment/refurbishment of Learner Support Centers and School Clinics; and

7. Payment for the basic compensation (salary and overtime) of renewed/newly hired TAs under Contract of Service (COS); Refer to **Annex D** for the Guidelines on the Hiring of COS personnel.

D. The utilization of these funds shall comply with existing budgeting, accounting, auditing, and procurement rules and regulations.

V. PREPARATION OF EXPENDITURE MATRIX AND WORK AND FINANCIAL PLAN

A. ROs and SDOs shall prepare the Expenditure Matrix (EM). The EM, approved by the Regional Director (RD) and Schools Division Superintendent (SDS), shall be uploaded to the Program Management Information System (PMIS) to generate the Work and Financial Plan (WFP).

B. Collaborative planning and close coordination between and among School Health and Nutrition (SHN) Personnel and Youth/Learner Formation Coordinators, and eventually the dedicated personnel for SMHP, are expected, especially for activities related to respective mandates (e.g., health activities that require learner participation; learner formation activities with health-related topics; SBC/IEC materials for learners with health key messages). To achieve this, the RO-ESSD and the SDO-SGOD shall prepare **their respective WFPs for the FY 2026 Current Funds and the FY 2025 Continuing Funds**, in line with the PSF Regional Allocations contained in these guidelines, **as summarized in Enclosure Nos. 1 and 2**.

C. All approved WFP of Regions and SDOs for FY 2026 Current Funds and the FY 2025 Continuing shall be submitted to the BLSS.

VI. DOCUMENTATION, REPORTING, AND MONITORING AND EVALUATION

A. The ESSD/SGOD Chief shall ensure the timely monitoring of the PPAs.

B. The SHN Section, under the RO-ESSDs and SDO-SGODs, through the *OK sa DepEd* TWG, shall oversee the monitoring and implementation of

School Health Programs. In the interim, currently designated SMHP Coordinators at the SHN Section shall continue to monitor the SMHP. This coordination shall be transferred to dedicated personnel once hired and/or engaged. Learner Formation Programs shall be monitored by the Regional/Division Learner Formation Coordinator(s).

C. For the effective monitoring of the utilization of the downloaded funds, the SDOs shall prepare and submit accomplishment and budget utilization reports to their respective ROs, which shall, in turn, collate, validate, and consolidate the same. The ROs shall submit the consolidated reports, duly approved by the RD and signed by the ESSD Chief, to the CO through the Office of the Undersecretary for Governance and Operations (OUGOPS), copy furnished the Office of the Undersecretary for Finance, the Office of the Undersecretary for Administration, the Education Programs Management Office (EPMO), the Policy and Planning Service, and the BLSS-OD.

   To facilitate real-time monitoring of accomplishments, the ROs, SDOs, and selected schools may also utilize the PMIS. Maximizing the use of the PMIS will enable more efficient tracking of fund utilization and provide CO proponents easier access to monitor the performance of their regional and division counterparts.

   Separate memoranda shall be issued to provide further guidance on the preparation and submission of the accomplishment and budget utilization reports.

D. The OUGOPS, through BLSS, in close coordination with the RO-ESSD and the involved SDO-SGOD, will monitor and evaluate the implementation of the PPAs, the utilization of downloaded funds, and the accomplishment of the target outputs specified in these guidelines. The approved WFPs submitted to the BLSS shall serve as the basis for this monitoring and evaluation.

E. The BLSS shall ensure the effective monitoring of the field's use of funds, ensuring accountability and compliance, and aligning the reports submitted by the field with the LSF which serves as the broader M&E Plan for Learner Support Programs and the BLSS. The regular Cascade Meetings with Regional Offices shall also be maximized for this purpose, on top of the submission of the reports.

VII. USE OF BALANCES

Any excess, unutilized, or unexpended LSP funds, may be utilized for any Learner Support Program and corresponding activities, including the renewal of the hired COS personnel, as prescribed in these guidelines, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

VIII. AUGMENTATIVE NATURE OF THE PSF AND PARTNERSHIPS

Various DepEd Orders and related issuances have been issued to govern the implementation of Learner Support Programs in DepEd. These issuances provide field offices with the basis to allocate local funds for the implementation of activities under these programs. The PSF shall not be viewed as the sole source of funds for the field in implementing such programs; rather, the PSF shall be considered augmentative, intended to supplement existing local resources.

The RO or SDO may request additional PSF, subject to availability of funds, and existing accounting and auditing rules.

Moreover, ROs and SDOs are strongly encouraged to pursue partnerships that will allow DepEd to strengthen the implementation of Learner Formation Programs, provided that such implementation is safeguarded from partnerships that present a conflict of interest. These include, but are not limited to, partnerships with the tobacco industry, manufacturers of breast milk substitutes and other products marketed to replace breastfeeding, and the alcoholic beverages industry. DepEd offices, schools, officials, and personnel shall exercise due diligence and caution in engaging with individuals or organizations that have a documented history of programs, products, or practices that run contrary to the promotion of learners' health and wellbeing.

IX. EFFECTIVITY

These guidelines shall take effect immediately upon issuance.

ANNEX A

Guidelines on the Utilization of the PSF for the Field Implementation of the School Health Programs Charged to LSP Funds

1. **Activities shall be in support of the following programs:**

   a. **Adolescent Reproductive Health (ARH) Program** – aims to strengthen the delivery of DepEd's mandate under RA 10354 or the *Responsible Parenthood and Reproductive Health Act* of 2012, and RA 11166 or the *Philippine HIV and AIDS Policy Act of 2019*, through (1) Promotion and Advocacy, (2) Learner Support Centers, (3) Peer navigation, (4) Service delivery, and (5) Referral systems

   b. **National Drug Education Program (NDEP)** – a comprehensive educational program which provides for a holistic approach to the problem of drug abuse by collaborating with all sectors under a unified, scientific, research-based, and responsive procedure; NDEP is supported by the **Comprehensive Tobacco Control Program** which focuses on implementing the global treaty Framework Convention on Tobacco Control and national tobacco control laws and issuances in schools

   c. **Medical, Dental, and Nursing Services (MDNS)** – which include health examination, treatment, and referral of learners; conduct of hearing and vision screening; school-based immunization; weekly iron folic acid supplementation; and deworming; as well as promotive, preventive, and curative services such as oral examination and oral urgent treatment, application of fluoride varnish, dental health education, tooth brushing drills, and distribution of hygiene kits; This also includes the establishment and sustainability of school-based clinics, and referral services in support to RA 11223 or the Universal Health Care Law.

2. Following are the priority activities for FY 2026:

   a. **Hiring or Renewal of COS in 16 ROs and 4 Very Large SDOs.** COS personnel who have been hired in the 16 ROs and 4 Very Large SDOs to provide technical support for the implementation of school health programs shall be allowed for renewal for FY 2026.

      Offices shall ensure the replacement of those who resign or whose contract ends to ensure continued support for the programs, but no additional number of COS personnel shall be allowed, in line with the CSC-COA-DBM Joint Circular No. 1, s. 2025 which capped the number of COS personnel among government agencies at end-2025 levels.

      The hiring of new COS for the RO of NIR shall be put on hold. Moreover, the COS currently hired for School Health Programs shall continue to provide technical support for the SMHP, until the anticipated hiring of COS personnel dedicated to supporting the implementation of the SMHP, pursuant to RA 12080 and the special provision of GAA 2026.

The hiring of new personnel for School Health Programs for the RO of NIR and for the SMHP for all ROs shall be covered by separate guidelines once amendments made to the joint circular or exemptions are granted to DepEd.

Refer to **Annex D** for the Guidelines on the Hiring of COS.

b. **Provision of Furniture, Fixtures, Supplies, Materials, and Semi-Expendable Equipment for Learner Support Centers (LSCs).** Separate guidelines shall be issued for the downloading of PSF for the Capital Outlay to be used in the conversion of classrooms in identified schools into LSCs. To complement these Capital Outlay investments, ROs shall ensure that allocated funds, as indicated in **Enclosure No. 1**, are strictly spent for the provision of furniture, fixtures, supplies, materials, and semi-expendable equipment to enable and support the operations of the said LSCs.

Similarly, **Enclosure No. 1** also indicates the funds allocated for the provision of furniture, fixtures, supplies, materials, and semi-expendable equipment, and other necessary expenses for existing LSCs, to be identified by the regions and/or SDOs, other than the ones to be newly converted in 2026.

Portion of the PSF is allocated for this purpose to ensure that the LSCs effectively serve their purpose of being the centralized hub for various learner support services at the school level. The design of the LSC, including the prescribed activities expected to be undertaken at the centers, shall be covered by subsequent guidelines.

c. **Administrative Support for School Health Personnel during *Palarong Pambansa* 2026.** ROs shall ensure the allocation of **P 229,706.00 per region,** as indicated in **Enclosure No. 2**, to augment for and/or support the administrative and logistical needs of school health personnel participating in the Palarong Pambansa 2026. The allocation may be utilized for the following purposes:

i. Administrative and Documentation Support

(1.) Printing and reproduction of health forms, patient encounter sheets, referral slips, and daily accomplishment reports

(2.) Office supplies such as folders, logbooks, bond paper, printer ink, and identification materials

(3.) Signages or tarpaulins for the School Health Desk or Medical Area

ii. Communication and Coordination Expenses

(1.) Mobile communication expenses (prepaid load or data) for official coordination in compliance with DepEd Order No. 36, 2025 (Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education)

(2.) Internet connectivity expenses necessary for reporting and referrals

(3.) Official communication expenses related to deployment and coordination in compliance with DepEd Order No. 36, 2025 (Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education)

iii. Transportation and Mobility Support

(1.) Local transportation expenses for coordination meetings, on-site rotation among venues, and referral facilitation

(2.) Fuel or fare expenses directly related to official school health operations

iv. Meals and Incidentals for Administrative Support Staff

(1.) Meals or meal allowance for designated administrative aides, health desk coordinators, and recorders during extended duty hours

(2.) Light refreshments during prolonged operational periods

v. Contingency and Miscellaneous Administrative Support

(1.) Emergency procurement of administrative supplies

(2.) Other minor logistical requirements necessary to sustain school health operations

d. Provision of Medical and Dental Supplies for the Identified New School Clinics. Separate guidelines shall be issued for the downloading of PSF for the Capital Outlay to be used in the provision of dental equipment (dental chair, autoclave) in selected school clinics for FY 2026. To complement these Capital Outlay investments, ROs shall ensure that allocated funds, as indicated in **Enclosure No. 1**, are strictly spent on the provision of medical and dental supplies for the said clinics to enable and sustain their operations. In particular, these funds may be used for:

i. Medical, Dental, and Nursing Supplies and Consumables

(1.) Medicines and pharmaceutical products consistent with approved essential medicines lists (**Enclosure No. 3**)

(2.) Dental materials and consumables, including restorative, prophylaxis, surgical, and emergency dental supplies (**Enclosure No. 4**)

(3.) Medical and dental disposable supplies such as gloves, masks, cotton rolls, gauze, syringes, and similar items

(4.) Minor hand instruments and tools classified as MOOE in accordance with accounting rules

ii. Infection Prevention and Control (IPC) Supplies

(1.) Personal protective equipment (PPE)

(2.) Disinfectants, antiseptics, and cleaning solutions

(3.) Sterilization-related consumables and accessories

iii. Minor Repair and Maintenance

(1.) Minor repair and maintenance of clinic equipment and furniture

(2.) Calibration and basic servicing of medical and dental devices, where applicable

iv. Other Operational Support Expenses

(1.) Office supplies and printing of clinic forms and health education materials
(2.) Communication expenses related to coordination, reporting, and referral in compliance with DepEd Order No. 36, 2025 (Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education)
(3.) Utilities directly attributable to clinic operations, subject to existing rules

e. **Establishment of Referral Systems, Conduct of Capacity Building, and Other Related Activities Necessary for the Delivery of Health Services to Learners, Including Health Assessment.** Two tranches of PSF shall be downloaded to the ROs within FY 2026 for this purpose. ROs are enjoined to set their targets, identify their priority SDOs and schools, and plan activities, through careful planning, based on their capacities, based on assessment of need, and based on the tentative schedule of the tranches (i.e., first quarter of 2026 for the first tranche, and end of second or start of the third quarter of 2026 for the second tranche). As such, the total amount of both tranches may be budgeted strategically to achieve the following:

i. ROs shall ensure the allocation of funds to support the **delivery of health services to learners**, which include the following:

Health Screening and Assessment	• Vision screening for kindergarten learners • Psychosocial screening and assessment (i.e., Rapid HEEADSSS[10], Comprehensive HEEADSSS Interview) and mental health screening (e.g., Children and Adolescent Risk Screening [CARS]) • Health appraisal and health examination (medical/dental)
Basic Treatment/ Interventions	• Psychological first aid and other mental health and psychosocial support (MHPSS) • Medical, dental, and nursing services • Brief Tobacco Intervention (BTI)
Establishment of Functional Referral System	• Development of school health referral plans • Linking of schools to municipality-/city-/province-wide health systems

To support the abovementioned services, the allowable activities and items listed under **Item No. 2.d of this Annex** - *Provision of Medical and Dental Supplies for Identified Clinics*, as well as **Enclosure Nos. 3 and 4**, may also be funded for other school clinics outside the identified recipients of dental equipment for FY 2026.

ii. The delivery of such services shall also be complemented by **health education and promotion efforts**, which shall also be allocated funds,

[10] HEEADSSS (Home, Education, Eating, Activities, Drugs, Sexuality, Suicide/Depression, and Safety)

as practicable. These efforts include, but are not limited to, organizing and/or participating in the following:

(1.) Co- and extra-curricular activities on health, aimed at increasing learners' health literacy, enhancing their health-related skills, and encouraging healthy behaviors;

(2.) Ensuring health-supportive physical and social school environments (e.g., displaying posters related to health and well-being, having designated walls or corners for health and well-being, providing access to designated health spaces, designating spaces that promote healthy social interactions or personal space, providing access to health resources and supportive adults);

(3.) Activities for health-related observances (e.g., School Health Month, One Health Week per DO 28, s. 2018) and/or enjoining learners' participation health-related observances;

(4.) Social Behavioral Change (SBC) activities and resources (e.g. I Choose #MalayaAkongMaging, Lusog-Isip Kabataan Education, Oky Philippines menstrual tracker app);

(5.) Activities that promote the health and wellbeing of learners and advocate behavior change in relation to various aspects of learners' health (e.g., workshops, seminars, awareness campaigns, fora, media events); and

(6.) Promoting health services in schools for learners.

iii. All SDOs shall establish and/or expand **referral systems** for the delivery of health services in the schools in their respective jurisdictions. ROs shall ensure the allocation of **at least P80,000.00 per SDO** for this purpose. Efforts for this shall specifically include, but not be limited to, training on foundational courses (e.g., ADEPT, AJA), mapping of service providers, consultations/meetings with service providers and stakeholders concerned, orientation of parents and learners, psychosocial screening and assessment, provision of basic MHPSS, and actual referral.

iv. These tranches of the PSF may also be used to fund necessary planning, coordination, and monitoring activities, as well as mechanisms that will enable the achievement of effective health service delivery. These include the following:

(1.) **Mandated Capacity Building Activities for FY 2026.** All ROs shall conduct the following activities, the funds for which shall be **charged to the first tranche of the PSF** for this purpose.

(a.) One Regional Rollout of Training on Empowering Learners on School-Based Health Programs for the Prevention of HIV and Teenage Pregnancy

(b.) One Re-echo Training on Universal Prevention Curriculum for Substance Abuse and other NDEP-related Activities

(c.) One Regional Rollout of Training on NVSP

(2.) **Other trainings.** ROs and/or SDOs may also conduct other trainings, depending on their capacity, and on the assessment of the capacity building needs of the personnel involved in implementing health programs. These may be charged to the second tranche of the PSF for this purpose, and may include but are not limited to:
(a.) Foundational Course on Adolescent Health;
(b.) Adolescent Job Aid (AJA) or AJA 2.0 Skills Enhancement Training (ASET);
(c.) Adolescent Health Education and Practical Training (ADEPT);
(d.) Training on Peer Health Navigation;
(e.) Training on HIV 101;
(f.) Training on sexual orientation, gender identity, gender expression and sex characteristics (SOGIESC);
(g.) Division roll-out of school-based teenage pregnancy and HIV prevention
(h.) Regional/Division Brief Tobacco Intervention (BTI) Training; these may be carried out by those who completed the TOT on BTI;
(i.) WHO MPOWER Training[11];
(j.) Training on First Aid and Basic Life Support;
(k.) Training on School Clinic Management;
(l.) Trainings to build the capacity of school health personnel in providing Mental Health and Psychosocial Support Services (MHPSS) to learners, such as but not limited to Psychological First Aid (PFA); focused, non-specialized supports (e.g., Katatagan Plus); universal mental health and psychosocial screening (e.g., CARS, HEEADSSS, C-SSRS), and WHO Mental Health Gap Action Programme (mhGAP).

(3.) Establishing partnerships and communication lines with local professional associations and health service providers, as available and practicable, for the provision of basic medical, dental, nursing, nutrition, and psychosocial services to learners, and with other partners for the conduct of health education and promotion activities;

(4.) Activities related to the implementation and monitoring of school health programs and other related projects and initiatives at the regional or SDO level including but not limited to: activities necessary for the RO/SDO *OK sa DepEd* TWG to effectively oversee the coordination of the activities prescribed in these guidelines, workshops related to program implementation reviews, development of tools or checklists, and monitoring of school activities; and

[11] Training based on the policy package of the World Health Organization (WHO) that builds on the measures of the WHO Framework Convention on Tobacco Control (WHO FCTC) that have been proven to reduce smoking prevalence; MPOWER stands for: (1) Monitoring tobacco use and prevention policies; (2) Protecting people from tobacco smoke; (3) Offering help to quit tobacco use; (4) Warning about the dangers of tobacco; (5) Enforcing bans on tobacco advertising, promotion and sponsorship; and (6) Raising taxes on tobacco.

(5.) Participation in activities organized by DepEd and other partners, especially the DOH, that are related to and/or supportive of School Health Programs and the HLI Framework.

ANNEX B

Guidelines on the Utilization of the PSF for the Field Implementation of the School-Based Mental Health Program (SMHP)

Pursuant to DepEd's mandate under RA 11036, or the Mental Health Act, and RA No. 12080, the School Mental Health Program (SMHP) aims to promote learners' mental health and wellbeing, prevent further mental health risks, and provide responsive care to learners with mental health concerns and conditions, toward the achievement of better education outcomes. ROs and SDOs are expected to utilize the funds allocated to them, as indicated in **Enclosure No. 1**, for activities that support the implementation of the SMHP.

Particular to FY 2026, the allocated PSF shall be utilized for:

1. RO-level activities, including monitoring and quality assurance to support SDOs in the implementation of the program; effective cascading of guidance issued by the Central Office (CO) to SDO and school implementers; addressing, within their capacity, field concerns related to program implementation; and promptly elevating such concerns to the CO for appropriate action, as needed;

2. SDO-level activities to build the capacity of, and provide technical assistance and support to, schools within their respective jurisdictions for the implementation of the program. These activities shall include the development of a general SMHP framework aligned with the national framework to be issued by the Central Office, and capacity building activities for the School Counseling Personnel (Schools Division Counselors, School Counselors, School Counselor Associates, Guidance Counselors, designated Guidance Advocates); and

3. School-level activities, including the development and implementation of a localized SMHP based on the SDO's general framework, particularly in pilot schools. For FY 2026, ROs and SDOs shall select a number of schools per typology, each to receive a portion of the PSF, with the aim of determining the cost of implementing the program at the school level. This shall form part of a normative study to inform the long-term increase of schools' MOOE to cover the costs of implementing the SMHP. Subsequent guidelines shall be issued to provide further details on this study.

Recognizing that the implementation of the SMHP forms part of the broader Comprehensive School Guidance and Counseling Program, the PSF may also be utilized for activities within the wider purview of guidance and counseling.

Separate guidelines shall be issued for the hiring of Contract of Service (CoS) personnel in selected offices to focus on SMHP coordination.

ANNEX C

Guidelines on the Utilization of the PSF for the Field Implementation of Learner Formation Programs

These guidelines apply to funds allocated to field offices for activities related to the implementation of the following Learner Formation Programs, coordinated by BLSS-YFD:

- **Career Guidance Program** – designed to help learners explore their choices and make responsible decisions relevant to career pathing, including planning for their track and strand for Senior High School, choosing their curriculum exits, and planning for their future, in accordance with RA 11206 or the Secondary School Career Guidance and Counseling Act.

- **Learner Government Program** - the foremost co-curricular learner-led organization authorized to operate and implement pertinent programs, projects and activities in all schools nationwide that aims to empower learners to strive for excellence in academics, leadership, and social responsibility, and develop love of country, values, and competencies to reach their full potential and contribute to the nation

- **Leadership, Advocacies, and Campaigns Development Program** - designed for all learners nationwide to increase school performance by actively taking part in learner formation projects and activities under this program, which will contribute to their holistic development in the direction of equipping all learners to adeptly navigate the complexities of the real world and actively contribute to the overarching goal of nation-building

- **Learner Formators' Enhancement Program** - intended to capacitate learner formators to increase their level of participation and strengthen their roles in implementing learner formation programs, projects, and activities

Each Regional Office (RO) shall receive the PSF amount indicated in Enclosure 1, while each Schools Division Office (SDO) shall receive the corresponding allocation based on its categorized size.

Division Size Category	**Amount of PSF (P)**
Small	650,000.00
Medium	800,000.00
Large	1,000,000.00
Very Large	1,287,500.00

The following are the **allowable and prescribed activities**:

1. Implementation, monitoring, and evaluation of projects, activities, and other initiatives under learner formation program in compliance with their corresponding and succeeding governing policies, such as but not limited to:

a. Career Guidance Program, pursuant to RA 11206 and Joint Memorandum OUOPS-OUCT No. 2023-03-8149 dated September 4, 2023, which includes but not limited to capacity building of Career Advocates, career advocacies (e.g. career fair, symposiums, career consultation, career counseling, and other CGP-related activities);

b. Learner Government Program, pursuant to DO 47, s. 2014, DepEd Memorandum No. 55, s. 2021, and OUOPS Memorandum No. 2023-03 dated May 5, 2023, which includes but not limited to the funding of projects and activities initiated by the National Federation of Supreme Secondary Learner Government, Regional Federation of Supreme Secondary Learner Government (RFSSLG) and the Division Federation of Supreme Secondary Learner Government (DFSSLG);

c. Leadership, Advocacies and Campaigns, and Development Program, which includes but not limited to Youth for Environment in Schools Organization (YES-O), *Barkada Kontra Bisyo* (BKB) (known as Barkada Kontra Droga), learner-initiated community projects, particularly those formed as outputs during the annual Learners' Convergence Philippines; and other initiatives in support of the Sustainable Development Goals (SDG) and Philippine Youth Development Plan (PYDP); and

d. Projects and activities in support of the conduct of National Students' Day pursuant to RA 11369, and National Youth Day pursuant to Proclamation No. 229, s. 2002 and RA 11913.

2. Regional Offices (ROs) shall conduct the required activities:

a. Training and Capacity Building on Program Management of Learner Formation PPAs for Division Youth Formation Coordinators, Registered Guidance Counselors, and/or School-based Focal Persons, with integration of mental health-related activities; and

b. Training and Capacity Building on Leadership and Skills Development for Learners, with integration of mental health advocacy (e.g. Regional Learners' Convergence, YES-O Camp, AI Learners' Bootcamp, Career Expo/ Caravan).

3. Schools Division Offices (SDOs) shall conduct the required activities:

a. Training and Capacity Building on Program Management of Learner Formation PPAs for school-based focal persons (e.g., Teacher-Advisers, Career Advocates, Coordinators), with integration of mental health-related activities; and

b. Training and Capacity Building on Leadership and Skills Development for Learners, with integration of mental health advocacy (e.g. Division Learners' Convergence, YES-O Camp, AI Learners' Bootcamp, Career Expo/ Caravan).

c. Implementation of Learner-Led Activity through the DFSSLG, the SDOs shall ensure that **at least ₱100,000.00** is allocated to support the conduct of the activity.

4. Provision of furniture, fixtures, supplies, materials, semi-expendable equipment, and administrative support for the Contract of Service (COS) Technical Assistant I assigned to Youth Formation in each of the Regional Offices.

5. Hosting of major Learner Formation activities, such as but not limited to Learners' Convergence Philippines 2026, Leadership Training and Skills Development Workshop for National Learner Leaders, Learner Formation Coordinators Convergence 2026, YFD PPAs Field Midyear Program Implementation Review, Validation on Career Guidance Program Policy, and Training Workshop on Program Management and Development for Newly-hired Field Youth Formation Coordinators by selected ROs to be coordinated by the BLSS-YFD through separate correspondences and issuances;

6. Participation in national, regional, and division-initiated activities relative to learner formation.

7. Hiring for replacement/ renewal of TAs under COS to be assigned to work closely with the permanent personnel designated as the Regional Youth/Learner Formation Coordinator of the RO-ESSDs to perform tasks related to coordinating/implementing the programs.

8. Regional allocations may also be used to augment other division field initiatives related to Learner Formation Programs that need funding.

ANNEX D

GUIDELINES ON THE RENEWAL OR HIRING OF REPLACEMENT OF COS PERSONNEL FOR SCHOOL HEALTH AND LEARNER FORMATION PROGRAMS IN THE REGIONAL OFFICES AND SELECTED SCHOOLS DIVISION OFFICES

A. **General Guidelines.** These guidelines shall apply to the renewal or hiring of COS personnel for School Health and Learner Formation Programs, as one of the identified allowable/prescribed activities for the programs.

1. The allocated funds indicated in **Enclosure No. 1** shall be used only for the renewal of existing COS personnel or the hiring of replacement in case of resignation or termination or end of contract of current COS personnel.

2. The duration of the first contract for newly hired COS personnel[12] shall be six (6) months only, while the duration of succeeding contracts for those being renewed shall cover the entire fiscal year.

3. The salaries of the renewed/newly hired TAs for FY 2026 shall be the same as the salary rates set for the COS at the Central Office[13]:

   a. For School Health Programs:

COS	Basic Monthly Salary	No. of Personnel
TA II	P38,000.00 + 10% premium	1 per RO
TA I	28,000.00 + 10% premium	1 per RO
TA I	28,000.00 + 10% premium	1 per Very Large SDO

   b. For Learner Formation Programs:

COS	Basic Monthly Salary	No. of Personnel
TA I	28, 000.00 + 10% premium	1 per RO

Payment of salary and premium of the COS-TAs shall be made by the concerned RO/SDO in accordance with the following procedures:

1. The hired COS-TAs shall prepare their Accomplishment Report (AR) and Daily Time Record (DTR).

2. The RO/SDO, upon review of the AR and DTR, shall pay the salary of the TAs.

   c. All ROs and selected SDOs shall have a uniform premium rate of 10%. The payment of premium shall be given in tranches, as follows:

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[12] For this Annex, all mentions of "newly hired" COS shall pertain to those who will be hired in case existing COS personnel resign or end their contract. 1. No new COS personnel shall be hired utilizing the PSF unless there are new guidelines instructing the field to do so.

[13] Per Office Order No. OO-OSEC-2024-306 titled, *Amendments to Office Order OO-OSEC-2023-023 (Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office).*

Premium Payment	Payment Schedule
January to June	July
July to November	December
December	January (next year)

Computation of the premium incentive shall be based on the monthly rate of the COS personnel. Should the contract of service end prior to June or December, the prorated amount of the premium shall be paid upon the end of the contract agreement.

d. Payment of overtime services of the COS-TAs shall be subject to the availability of funds[14] and/or the rules and regulations of the RO/SDO on the grant of overtime payment for its personnel. Overtime services shall at least be compensated through the grant of Compensatory Time-Off (CTO), subject to existing rules and regulations.

3. For the procurement and purchase of furniture, fixtures, supplies, materials, and semi-expendable equipment necessary for the day-to-day office operations of the hired Technical Assistants personnel, these expenses **shall be charged to the local funds of the respective Region or School Division Offices.** Additionally, for the procurement of equipment and gadgets, such as laptops, the designated Focal Persons or Coordinators at the Region or School Division Offices (RO/SDO) **may coordinate with the RO/SDO Information Technology Officers to ensure proper allocation and procurement.**

4. The ROs and SDOs concerned are reminded to ensure that the hired TAs are assigned only tasks that **directly contribute** to strengthening the implementation of School Health and Learner Formation Programs in the respective jurisdictions of the ROs/SDOs concerned.

5. For ROs/SDOs that have already charged the 2026 salaries of their newly hired/renewed TAs to their remaining 2025 PSF, the funds allocated for the 2026 salaries of the said COS, as reflected in **Enclosure No. 1** of this memorandum, may be utilized to cover other projects, activities, and initiatives related to the programs for which the said COS have been hired.

6. Non-working and regular holidays and work suspensions declared by their respective local government units shall be paid.

7. ROs and SDOs concerned are requested to apply the flexible time set-up to the COS positions.

8. Participation of COS-TAs in training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of DepEd shall be governed by existing rules and regulations on such concern. In line with **COA Resolution No. 2021-044** titled, *Guidelines*

[14] Recognizing that the COS for School Health Programs will provide support to multiple school health programs, including services that may be don on Saturdays, the BLSS-SHD has allocated funds, under the PSF charged to the LSP FY 2026 Current Funds (Enclosure No. 1). The payment of overtime services that may be rendered by the said COS is included in the allocated funds for the Hiring or Renewal of OKD-HLI COS in 16 ROs and 4 Very Large SDOs, and is calculated at 20% of their monthly salary.

Governing the Audit of Traveling Expenses of Personnel Hired Under Job Order (JO)/ Contract of Service (COS), it is reiterated that:

a. The COS-TAs may be allowed to go on official local travel for the purpose of (i) undertaking official missions/tasks which cannot be performed by/or assigned to any regular/permanent official and/or employee of the RO/SDO, and/or (ii) performing tasks/activities necessary to be able to fulfill the obligations as contained in their contact of service; and

b. Claims for traveling expenses of the COS-TAs shall be supported by a justification or certification from their respective authorized approving officials that (i) the official missions/tasks cannot be performed by/or assigned to any other regular/permanent official and/or employee; and (ii) the tasks/activities are necessary to fulfill the obligations as contained in their contracts.

9. All CoS-TAs shall be entitled to any benefits, including but not limited to gratuity pay and wellness leave, that may be authorized by the Office of the President, the Civil Service Commission, and other relevant authorities for CoS personnel in government.

10. The prescribed Service Agreement for COS-TAs (**Enclosure No. 6**) can be accessed through this link: https://tinyurl.com/LSPCOS2026-PDS. The same may be modified by the ROs/SDOs, as deemed necessary, provided that such modifications are consistent with the provisions of this memorandum.

B. COS-TAs for School Health Programs

1. **Funds for the Salary of the LSP-School Health COS.** The proposal to renew/hire COS for the Field Offices shall be achieved through the Learner Support Programs (LSP) Fund under the General Appropriations Act of 2026 (2026 GAA), and allocated as PSF for Fiscal Year (FY) 2026.

2. **Process of Hiring.** The hiring of the proposed COS shall be done by the ROs and Very Large SDOs, accordingly:

   a. The RO and SDO Human Resource Management Officer shall post the vacancy for Technical Assistants for atmost ten (10) calendar days.

   b. The Head of ESSD (RO) and SGOD (SDO), in coordination with the RO/SDO-HRMO and designated Learner Formation Coordinator, shall conduct the assessment process for qualified applicants, such as review of the curriculum vitae, interviews, etc. It is also the responsibility of the Head of Office to evaluate the results of the assessment.

   c. The Head of Office shall assign staff to prepare the following to be submitted to the RO/SDO Personnel Section:

      i. Authority to Hire
      ii. Accomplished Terms of Reference
      iii. Signed Service Agreement

For submission by the applicant to the ESSD/SGOD and by the ESSD/SGOD to the Personnel Section:

iv. Updated and Notarized Personnel Data Sheet (PDS) (CSC Form No. 212, Revised 2017)
v. Curriculum Vitae
vi. Transcript of Records
vii. Certificate(s) of Training
viii. Birth Certificate issued by the Philippine Statistics Authority (PSA)
ix. BIR Tax Identification No. (TIN)

d. The RO/SDO Personnel Section shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Regional Director/Schools Division Superintendent for approval.

e. The RD/SDS shall evaluate and sign the service agreement. Moreover, the COS personnel shall be responsible for the notarization of their approved service agreement.

3. **Downloading of Funds.** The payment for the COS shall be downloaded to the ROs, and a part of which shall be downloaded by the ROs to the Very Large SDOs.

4. **Place of Assignment.** The COS shall report in their respective RO-Education Support Services Division (ESSD) and SDO-Schools Governance and Operations Division (SGOD), through their respective School Health and Nutrition Sections.

5. **Terms of Reference and Qualifications.** This information is attached as **Enclosure No. 7**.

6. **Issuance of Contract.** The ROs and the Very Large SDOs shall issue the contract (Service Agreement) of the abovementioned COS, and execute the same in accordance with the Guidelines on the Hiring of COS issued by the Office of the Secretary, this Department, Civil Service Commission, Commission on Audit, and Department of Budget and Management.

7. **Supervision of COS.** The COS assigned in the ROs shall be under the supervision of the Chief of ESSD, while the COS assigned in SDOs shall be under the supervision of the Chief of SGOD through their respective School Health and Nutrition Section.

8. **Roles and Responsibilities of the BLSS-SHD (Central Office).** The BLSS-SHD shall be responsible for the following:

a. Download the PSF to the ROs which shall cover the salaries of the COS to be hired by the ROs;
b. Conduct orientation for the COS about the framework, policies, projects, and activities relative to the School Health Programs; and
c. Collect reports from the COS, as needed.

9. **Roles and Responsibilities of the Regional Office.** The Regional Offices shall be responsible for the following:

    a. Download a portion of the PSF to Very Large SDOs to cover the salaries of the COS to be hired by the SDOs;
    b. Conduct screening of applicant COS;
    c. Prepare and manage the contract of the COS, following the prescribed service agreement of the COS;
    d. Provide office space, equipment, and supplies necessary for COS to perform their functions;
    e. Supervise the COS in performing their tasks, including assignments that may be given by BLSS-SHD; and
    f. Review and approve the COS' accomplishment report.

10. **Roles and Responsibilities of the Schools Division Office.** The Schools Division Offices shall be responsible for the following:

    a. Conduct screening of applicant COS;
    b. Prepare and manage the contract of the COS, following the prescribed service agreement of the COS;
    c. Provide office space, equipment, and supplies necessary for COS to perform their functions;
    d. Supervise the COS in performing their tasks, including assignments that may be given by BLSS-SHD; and
    e. Review and approve the COS' accomplishment report.

C. COS-TAs for Learner Formation Programs

1. **Funds for the Salary of the LSP-Youth/Learner Formation COS.** The proposal to hire COS for the Field Offices shall be achieved through the Learner Support Programs (LSP) Fund under the General Appropriations Act of 2026 (2026 GAA), and allocated as PSF for Fiscal Year (FY) 2025.

2. **Process of Hiring and Downloading Funds.** The hiring of the proposed COS shall be done by the ROs, following the qualifications stated hereunder. Thus, the payment for the COS shall be downloaded to the ROs and shall cover the 12-month cycle. Any unfulfilled contract shorter than the 12-month cycle shall be continued under a new contract until the full 12-month cycle is completed.

3. **Process of Renewal.** The renewal of hired COS personnel shall be carried out by the Regional Offices one month prior to the expiration of the Service Agreement, in accordance with **OO-OSEC-2023-023** and **OM-OUHROD-2025-1676**, to avoid delays in processing. The concerned COS worker should at least have a **Very Satisfactory** rating in the performance of his/her work deliverables, as reflected in the Individual Performance Commitment and Review Form (IPCRF). For COS personnel who have rendered continuous service for **less than three (3) months**, a general certification indicating the rating and **signed by the ESSD Chief** shall suffice as an attachment for renewal.

4. **Place of Assignment.** The COS shall report in their respective RO-Education Support Services Division (ESSD), to work closely with the permanent personnel designated as the Regional Youth/Learner Formation Coordinator.

5. **Terms of Reference and Qualifications.** This information is attached as **Enclosure No. 8.**

6. **Issuance of Contract**. The ROs shall issue the contract (Service Agreement) of the abovementioned COS and execute the same in accordance with the Guidelines on the Hiring of COS issued by the Office of the Secretary, this Department, Civil Service Commission, Commission on Audit, and Department of Budget and Management.

7. **Supervision of COS.** The COS assigned in the ROs shall be under the supervision of the Chief of ESSD and work closely with the permanent personnel designated as the Regional Youth/Learner Formation Coordinator.

8. **Roles and Responsibilities of the BLSS-YFD (Central Office).** The BLSS-YFD shall be responsible for the following:

    a. Download the PSF to the ROs which shall cover the salaries of the COS to be hired by the ROs;
    b. Conduct orientation for the COS about the framework, policies, projects, and activities relative to the learner formation programs; and
    c. Collect reports from the COS, as needed.

9. **Roles and Responsibilities of the Regional Office.** The Regional Offices shall be responsible for the following:

    a. Conduct the application and screening process of applicant COS;
    b. Prepare and manage the contract of the COS, following the prescribed service agreement of the COS;
    c. Provide office space, equipment, and supplies necessary for COS to perform their functions;
    d. Supervise the COS in performing their tasks, including assignments that may be given by BLSS-YFD; and
    e. Review and approve the COS' accomplishment report.

D. CSC-COA-DBM Joint Circular No. 01, s. 2025

Pursuant to CSC COA DBM Joint Circular No. 01, s. 2025, which outlines the Revised Rules and Regulations on the Engagement of Contract of Service (COS) and Job Order (JO) workers in government, the Department is mandated to comply with the Transitory Provisions under Section 12.0 that prohibit agencies from increasing the number of COS and JO workers beyond the existing number as of December 31, 2025. Accordingly, Field Offices are directed to comply with the following:

1. The renewal of existing COS included in the COS inventory as of December 31, 2025, as submitted by the hiring office (i.e., RO and SDO), shall be allowed. It is reiterated that such renewal shall only be allowed within the same work category.

2. The hiring of COS personnel shall only be allowed in cases of replacement for existing COS positions as declared in the inventory as of December 31, 2025, which may have been vacated in FY 2026 due to resignation, termination, or expiration of contract.
3. The hiring of additional COS personnel shall not be granted. It is strongly recommended that the requesting office remove all provisions in the proposed PSF Guidelines that authorize such hiring. These provisions may expose the Department to compliance risks, including audit observations, disallowances, and findings of non-adherence to the Joint Circular.

Enclosure No. 1

ALLOCATION OF PROGRAM SUPPORT FUNDS TO BE DOWNLOADED FOR SCHOOL HEALTH, SMHP, AND LEARNER FORMATION PROGRAMS (2026 CURRENT FUNDS)

REGION	PSF for School Health Programs							Program Support Funds for the Field Implementation of the School-Based Mental Health Program	PSF for Learner Formation Program					Total Allocation per Region
	Hiring or Renewal of COS for School Health Programs in 16 ROs and 4 Very Large SDOs	Provision of Furniture, Fixtures, Supplies, Materials, and Semi-Expendable Equipment for the Newly Converted Learner Support Centers*	Provision of Furniture, Fixtures, Supplies, Materials, and Semi-Expendable Equipment for Existing Learner Support Centers*	Provision of Medical and Dental Supplies for the Identified New School Clinics*	Establishment of Referral Systems, Conduct of Capacity Building, and Other Related Activities Necessary for the Delivery of Health Services to Learners, Including Health Assessment - First Tranche	Establishment of Referral Systems, Conduct of Capacity Building, and Other Related Activities Necessary for the Delivery of Health Services to Learners, Including Health Assessment - Second Tranche*	Total PSF for School Health Programs		Program Support Funds intended for the REGIONAL OFFICES (ROs)	Program Support Funds intended for the SCHOOLS DIVISION OFFICES (SDOs)	Hiring of Regional Youth Formation Staff (Technical Assistant I) under Contract of Service	Career Guidance Program School-based Training for Career Advocates (GCP-SBTCA)	Total PSF for Learner Formation Programs	
NCR	1,029,600		2,623,000	24,452,707	5,613,438	4,202,000	37,920,745	9,907,954	9,393,795	13,250,000	436,800	8,687,783	31,768,378	79,597,077
CAR	1,029,600		1,763,000	13,655,591	6,300,596	3,600,000	26,348,787	4,708,287	4,126,893	6,400,000	436,800	4,343,891	15,307,584	46,364,658
I	1,029,600		903,000	11,201,701	5,654,659	3,802,000	22,590,960	7,023,999	6,469,563	10,700,000	436,800	7,601,810	25,208,173	54,823,132
II	1,029,600		7,697,000	11,447,090	4,321,458	3,027,000	27,522,148	4,722,534	4,589,004	7,000,000	436,800	4,886,878	16,912,682	49,157,364
III	1,029,600		688,000	22,489,595	7,390,039	4,877,000	36,474,234	11,641,176	9,704,345	16,700,000	436,800	11,402,715	38,243,860	86,359,270
IV-A	1,466,400		6,450,000	20,526,483	8,100,061	5,327,000	41,869,944	13,844,409	11,245,099	20,387,500	436,800	13,574,660	45,644,059	101,358,412
IV-B	1,029,600		1,462,000	19,299,538	4,098,318	2,777,000	28,666,456	4,427,727	4,909,912	5,800,000	436,800	3,800,905	14,947,617	48,041,800
V	1,466,400		688,000	12,674,035	5,541,160	3,802,000	24,171,595	8,364,182	6,007,452	11,137,500	436,800	7,058,824	24,640,576	57,176,353
VI	1,466,400		9,417,000	6,293,921	4,187,620	2,952,000	24,316,941	4,897,737	4,326,893	6,737,500	436,800	4,343,891	15,845,084	45,059,762
VII	1,466,400		4,343,000	13,164,813	5,719,639	3,427,000	28,120,852	6,630,960	5,545,341	9,837,500	436,800	6,515,837	22,335,478	57,087,290
VIII	1,029,600		3,999,000	7,030,088	5,179,099	3,602,000	20,839,789	7,016,875	6,007,452	10,150,000	436,800	7,058,824	23,653,076	51,509,740
IX	1,029,600		4,859,000	10,465,534	4,520,858	2,952,000	23,826,992	5,585,583	4,589,004	7,450,000	436,800	4,886,878	17,362,682	46,775,257
X	1,029,600		3,354,000	13,900,980	5,202,258	3,727,000	27,213,838	7,304,559	6,469,563	10,800,000	436,800	7,601,810	25,308,173	59,826,570
XI	1,029,600		25,714,000	9,729,367	5,087,898	3,352,000	44,912,865	6,441,509	5,083,229	8,850,000	436,800	5,972,851	20,342,880	71,697,254
XII	1,029,600		2,322,000	6,539,310	4,375,098	2,902,000	17,168,008	4,715,410	4,126,893.00	6,450,000	436,800	4,343,891	15,357,584	37,241,002
Caraga	1,029,600		2,021,000	12,183,257	4,776,498	3,402,000	23,412,355	6,146,703	5,545,341.00	9,150,000	436,800	6,515,837	21,647,978	51,207,036
NIR	N/A		1,118,000	16,845,651	6,620,842	4,728,099	29,312,592	10,476,196	9,704,345.00	16,650,000	436,800	11,402,715	38,193,860	77,982,648
Total	**18,220,800**	**150,620,400**	**79,421,000**	**231,899,661**	**92,689,539**	**62,458,099**	**635,309,499**	**123,855,800**	**107,844,124**	**177,450,000**	**7,425,600**	**120,00,000**	**412,719,724**	**1,171,885,023**

**s For Later Release (FLR)/ For Issuance of Special Allotment Release Order (FISARO)*

Enclosure No. 2

ALLOCATION OF PROGRAM SUPPORT FUNDS TO BE DOWNLOADED FOR SCHOOL HEALTH AND LEARNER FORMATION PROGRAMS (2025 CONTINUING FUNDS)

Region	Program Support Funds for Administrative Support for Health Personnel during Palarong Pambansa	PSF for Learner Formation Programs			Total Allocation per Region
		Conduct of the School-based Training for Career Advocates (SBTCA)	Equity Monitoring	Total PSF for Learner Formation Program	
NCR	229,706	-	-	-	**229,706**
CAR	229,706	-	-	-	**229,706**
Region I	229,706	3,046,400	-	3,046,400	**3,276,106**
Region II	229,706	-	-	-	**229,706**
Region III	229,706	-	-	-	**229,706**
Region IV-A	229,706	9,729,600	-	9,729,600	**9,959,306**
Region IV-B	229,706	-	800,000	800,000	**1,029,706**
Region V	229,706				**229,706**
Region VI	229,706	3,801,600	-	3,801,600	**4,031,306**
Region VII	229,706	-	-	-	**229,706**
Region VIII	229,706	-	800,000	800,000	**1,029,706**
Region IX	229,706	-	800,000	800,000	**1,029,706**
Region X	229,706	-	-	-	**229,706**
Region XI	229,706	-	-	-	**229,706**
Region XII	229,706	-	-	-	**229,706**
Caraga	229,706	3,622,400	800,000	4,422,400	**4,652,106**
NIR	229,706	-	-	-	**229,706**
Total	**3,905,002**	**20,200,000**	**3,200,000**	**23,400,000**	**27,305,002**

Enclosure No. 3

INDICATIVE LIST OF ALLOWABLE MEDICAL SUPPLIES AND CONSUMABLES CHARGEABLE TO MOOE

This shall serve as guide on the procurement of essential medical supplies, diagnostic tools, IPC materials, and basic clinic consumables necessary for daily health service operations.

Item	Description	Quantity	COSting
Equipment			
Clinic bed	Flat, low, clinic bed, Dimension L 2000 x W 900 x H 480 mm, steel bed frame (good quality) high temperature electrostatic painting, with 4" Uratex mattress, 2 uratex pillows and 2 sets of beddings white color	2	21,601.50 - 43203
Weighing scale	Beam balance with stadiometer, Heavy-duty; weigh in 0.1 (100gm) increments; can be calibrated; easily "tared" to zero; stable weighing platform; scale should weigh at least5 kg to 105 kg. For height: vertical board with an attached metric rule; easily moveable horizontal headpiece that can be brought into contact with the superior part of the head; wide and stable platform or firm uncarpeted flow as the base; easily read, stable tape in 0.1cm (1mm) increments; height range of at least 70 cm-205cm.	1	12,825.00
Nebulizer, portable	Portable • 1 adult mask • 1 pediatric mask • 1 PVC tubing • 1 AC/DC adapter • 3 spare filters • 1 multi-compartment, zippered carry bag Weight 4.2 lb Width 6.8" Height 4.2" Length 11.7" Max Pressure (Compressor) 30 psi Flow Range (Compressor) 0 - 14 liters/min Particle Size (Nebulizer) 0.5 to 5 microns	1	2,300.00

Item	Description	Quantity	COSting
	Capacity (Nebulizer) 5 ml		
Oxygen tank with regulator and nasal cannula, 15 Li capacity	➢ with regulator and nasal cannula ➢ 15 Li capacity ➢ 20 Pounds (Height: 90cm x Diameter: 50 cm)	1	4,850.00
Wheelchair	Frame: chromed steel; Seat: leatherette; adjustable armrest and footrest; 8" PVC casters; 24" wheel with solid tire; Seat width: 46cm; Total width: 65cm; Folded width: 22 cm; Seat depth: 40cm; Front wheel diameter: 8" 19cm; Rear wheel diameter: 24" 59 cm; Total height: 87 cm; Backrest height: 45cm; Total length: 105cm	1	5,000.00
Stretcher	Single Fold (widthwise), CRC black powder coated pipe with tetron canvas Heavy-duty stretcher, army type. Overall dimension OPEN: 2232 X 550 X 137mm with handle removed, ready to use. Overall dimension FOLDED: 1040 X 130 X 180mm.; Weight: 8.9 kg Stretcher cover/canvas must be washable, disinfectable, non-absorbent, decay-resistant, easy to maintain; 4 glide feet; 1 pillow bag (for head rest) and 2 safety belts with quick-release clip locks. Non-slip and padded carrying handles. Carry belt: 2. Carrying capacity: 150kg. Must be resistant to corrosion and decontamination (chlorine solution), waterproof, washable and flame retardant. Quality complies with EN 1865:2000	1	9,500.00
Supplies			
Aneroid sphygmomanometer with stethoscope	➢ Range: 0-300 mmHg ➢ Accuracy: +/- 3 mmH ➢ This device complies with EN 1060-1:1995+A1:2002 & EN 1060-2:1995+A1:2009 ➢ Adult cuff	1	2,400.00
Thermometer	non-mercurial, digital display	1	285.00
Penlight otoscope	stainless steel body (penlight); durable plastic with magnifying lens (otoscope); Light weight and handy;	1	2,800.00

Item	Description	Quantity	COSting
	easily converts into a penlight when otoscope head is removed. Product weight: 0.0300 kg Product size (L x W x H): 15.50 x 5.30 x 2.00 cm / 6.1 x 2.09 x 0.79 inches		
Glucometer	portable, read in moles and g/DL; should be a handheld meter; should require no routine maintenance; should have reading range/linearity from 20 to 600 mg/dl; should have a maximum reading time of less than 10 seconds; should use electrochemical technology; should use a minimum blood sample less than 1.5µl; should have a LCD display; should have measuring unit in mg/dl; should have wide operating temperature; should have a minimum memory of 50; should have life time replacement offer; Should have easy code entry technique; Battery should be replaceable without using any tools; Should have facility to ensure accuracy of measurements. Should be supplied with three types of control solutions of each at least 20 ml; and should have safety certificate from a competent authority CE / FDA (US) / STQC CB certificate / STQC S certificate or valid detailed electrical and functional safety test.	1	1,545.00
Glucometer strips	GLUCOSE STRIPS Should be able to use capillary blood samples; should have a minimum of 4 months shelf life after opening the strip vial; strips should have at least one year expiry date from the date of supply; 50 strips should be supplied along with the equipment; and strips should be available in the local market.	300	2100
Lancets, glucometer appropriate, 100s/box	Durable, sterile and sharp, glucometer	3	1620.00
Magnifying lens	4" diameter; durable plastic frame	1	500.00
Tuning fork,	512 HZ, stainless steel, 4" long at least	1	500.00

Item	Description	Quantity	COSting
Pick-up forceps	6", surgical steel	3	88.00 – 264.00
Bandage scissors	6", stainless steel	3	85.00 – 255.00
Kidney basin	6" long, stainless steel container, smooth surface. Material: Austenitic stainless-steel composition: 18 to 20% chromium, 8 to 10% nickel. Length: 240-260 mm. Width: 130-150mm. Height: 30-50mm. Capacity: 800 to 850ml. Thickness: 0.75-0.85mm.	2	100.00 – 200.00
Ice cap	medium sized, 100% leak free, with resealable cap, 200-300 cc	2	120.00 – 240.00
Hot water bag	500 cc capacity, made from natural rubber, 100 leak proof, rectangular in shape, resistant to boiling water, odorless	2	150.00 – 300.00
Ice chest	50 liters capacity, heavy duty, light weight	1	2,000.00
Nebulizing kit	pediatric mask, with oxygen tubing, non-toxic PVC, medical grade transparent, 78-85 inches · Medication capacity: 6 ml · Particle size: 0.5 to 5 µm · Average nebulization rate: 0.2 - 0.5 ml/min · Operation pressure: 35 to 45 Psi · Air flow: 6 - 9 lpm · Sound level: 60 dB · Weight: 1.9 kg	1	150.00
Nebulizing kit	Adult mask, with oxygen tubing, non-toxic PVC, medical grade transparent, 78-85 inches · Medication capacity: 6 ml · Particle size: 0.5 to 5 µm · Average nebulization rate: 0.2 - 0.5 ml/min · Operation pressure: 35 to 45 Psi · Air flow: 6 - 9 lpm · Sound level: 60 dB · Weight: 1.9 kg	1	120.00
Oxygen nasal cannula	- twin prong / nasal tips - non-toxic, non-irritant medical grade PVC material.	1	150.00
Cotton balls	100 pcs/pack, highly absorbent, 100% bleached, will not come apart when saturated	2 packs of 100 CB	100.00 – 200.00

Item	Description	Quantity	COSting
Cotton pledgets, 200 tips/ box	Sterile, packed	2 packs/100 CP	250.00 – 500.00
Gauze pad	4x4, individually packed, sterile	100 pcs/box	700.00
Hypoallergenic plaster, 1"	latex-free, hypoallergenic paper tape, gentle to the skin yet adheres well; and leaves minimal adhesive residue upon removal. An economical, general purpose, breathable surgical tape. Size: 1", color white	2 rolls	45.00 – 90.00
Medicated adhesive strips	Hypoallergenic, non-latex, white color, 7.5 mil in thickness; size: 1inch X 5 inches (25mm X 125mm)	1 box (100 strips/box)	150.00
Tongue depressor	Sterile, wooden, and individually packed	100 pcs	5.00 – 500.00
Elastic bandage	4" self-adhesive	2 rolls	100.00 - 200
Face mask	ear loop	1 box (100 pcs)	160.00
Medicine dropper	2 ml volume	12 pcs	5.00- 60.00
Medicine cups	at 5cc, 7.5cc, 10cc, 12.5cc, 15cc, 20cc graduations; plastic	6 pcs/ graduation	5.00 – 30.00
Normal saline solution, 10.ml		3 bots	115.00 – 345.00
70% ethyl alcohol, 500 ml		20 bots	135.00 – 2,700.00
Povidone iodine	120 ml/bottle.10% antiseptic	6 bots	200.00 – 1,200.00
Surgical gloves	Medium size, smooth surface, natural rubber latex, smooth surface, beaded cuff, high	100 pcs x 6	160.00 – 960.00
Hydrogen peroxide	10% solution, (120 ml/bottle)	6 bots	33.00/bot – 198.00
Permethrin lotion	100-120ml/bottle	3 bots	327.00/ bot – 981.00
Lysol 10%, 1 Li/bottle	10%, 1 Li/bottle	3 bots	478.00/ bot – 1,434.00
Soap	white (liquid) 500 ml	3 bots or plastic container	250.00 – 750.00
Sanitary pads	8pcs/pack, non-wings, individually packed	5 packs	47.00/ Pack – 235.00
Calamine Lotion 60 ml.		6 bots	156.00/ bot- 936.00

Item	Description	Quantity	COSting
Methyl salicylate camphor + menthol (regular) 100 ml bot		6 bots	115.00/ Ml – 690.00
Medicines			
hypromellose eye drops, 0.3% 10ml/bottle	0.3% w/v per 10 ml	5 bots	247.00/bot – 1,235.00
Lagundi, 600mg/ tablet		100 pcs	10.00/tab – 1,000.00
Phenylpephrine HCL 10mg + chlorphenamine maleate 2mg + paracetamol 500mg		100 pcs	6.70/tab – 670.00
Aluminum+Magnesium hydroxide tablet.		100 pcs	13.70/tab – 1,370.00
Paracetamol tablet 500.mg		100 pcs	2.50/tab – 250.00
Oral Rehydration Salts (ORS) 50sachets/ box; 4.1gms/sachet	NaCl 520mg, Trisodium citrate dihydrate 580mg, KCl 300 mg, gluCOSe anhydrous 2.7 g	100 sachets	13.00/ sachet 1,300
Paracetamol Syrup 60 ml bot	250mg/5ml	10 bots	83.00/bot - 830
Ambroxol Syrup 60ml bot	15mg/5ml	10 bots	110.00/bot – 1,100
Loratadine tablet	10mg tabs	25 pcs	41.00/tab – 1,025
Clotrimazole Cream 10 mg	10 mg/tube	12 pcs	394.00/ tube – 4,728.00
Mupirocin Ointment 15g	20mg/g tube	12 pcs	210.00/ tube – 2,520.00
Salbutamol nebules	1mg/ml (2.5ml)	20 nebules	54.50/ Nebule – 1,090.00
Loperamide capsule	2 mg	100 caps	8.50/cap – 850.00
Erceflora ampules	5 ml	100 amp	50.00/amp – 5,000.00

Item	Description	Quantity	COSting
Medical and dental clinic furnitures	Consultation table, receiving area chairs, dividers		47,800
			176,794

Enclosure No. 4

INDICATIVE LIST OF ALLOWABLE DENTAL MATERIALS AND INSTRUMENTS CHARGEABLE TO MOOE

This serves as a guide on the procurement of basic dental instruments, restorative and prophylactic materials, surgical supplies, personal protective equipment, and other consumables classified as MOOE.

Item	Description	Quantity	Amount	Total COSt	
4 BASIC INSTRUMENTS				**MOOE**	**CO**
MOUTH MIRROR	A basic instrument used in dentistry	50	Php150.00	7,500	
EXPLORER	sickle probe is an instrument in dentistry commonly used in the dental armamentarium	50	Php150.00	7,500	
SPOON EXCAVATOR	Designed with a spoon shaped working end, rounded tip and long cutting edge which can easily treat broader areas.	50	Php150.00	7,500	
COTTON PLIERS	are a thumb instrument most commonly used to insert and remove cotton or other dressing materials during dental procedures	50	Php150 (with lock)	7,500	
I. RESTORATIVE DENTISTRY					**II.**
a. DENTAL INSTRUMENTS					**b.**
Restorative hand instruments	Pluggers,burnishers,chisels, cleiod discoid carver, plastic filling instruments	1@	Php13,048	13,048	
AUTOCLAVE	USE TO STERILIZE INSTRUMENTS TO KEEP PATIENTS HEALTHY AND SAFE	1	Php,000		68,203
c. DENTAL MATERIALS					**d.**
FERMIN 40GMS	Temporary filling material – cures quickly under the influence of saliva. Great adhesive strength to dry or wet	10	535	5,350	

	dentin and excellent marginal sealing. Excellent for retaining medication in desired position. Resist pressure of masticating and is easily removed with a probe or excavator. Suited also for the temporary filling of pivot teeth				
GLASS IONOMER FUJI CEMENT	• RESTORATIVE CEMENT • 5gm powder;3gm liquid	3	Php4,500 set	13,500	
COTTON ROLLS	CLINICAL OPERATORY DISPOSABLE AND ACCESSORIES	10 PACK	Php150	1,500	
RESTORATIVE BURS	• Long life high precision friction grip diamond burs used to aid the dentist in removing decayed areas of the tooth • Round, inverted, tapered, F&G Bud	10	Php350@	3,500	
III. ORAL PROPHYLAXIS/ FLUORIDIZATION					**IV**
a. DENTAL INSTRUMENTS					**b.**
SCALLERS Jaquette scallers #1, #2, #3, buccal scallers	Used in prophylactic and periodontics care of the teeth	10	150@	1,500	
c. DENTAL MATERIALS					**d.**
PROPHY PASTE	50gms with baking soda	10 tubes	200	2,000	
Rubber cap/prophy brush	Clinical	box of 100pcs	Php650	650	
MASK	EAR LOOP MASK FOR CLINICAL PERSONAL PROTECTIVE EQUIPTMENT	3 BOX 50'S	250	750.00	
SURGERY					

DENTAL SURGICAL INSTRUMENTS					
FORCEPS #44,#16,#17 ,#150,#151 #69,#18L,#1 8R	HAND INSTRUMENTS FOR EXTRACTION (SET)	2 SETS	10,000@	20,000	
DENTAL MATERIALS					
TOPICALAN ESTHESIA	• LIDO GEL ANESTHESIA (FLAVORED) • 30gms lidocaine 15% in a water soluble polyethelene	3 Cans	250.00	750	
LOCAL ANESTHESI A CARTRIDGE	• Lidocaine HCL epinephrine • 50x 1.8 ml cartridges • 1:100,000 2% epinephrine • 20mg / 10mcg per ml solution for injection – USP local anesthetic	3 Box x 50's	2000.00	6,000	
DENTAL SYRINGE	Carpule aspirating syringe	3	Php600	3,600	
DENTAL NEEDLES SHORT	Gauge 30 short 0.3 x 21mm	2 Box x 100	Php400	800	
DENTAL BIBS	Clinical operatory disposable accessories	3 pack 100 pcs	300@	900.00	
Cotton balls	Clinical operatory disposable accessories	10 pack	100	1,000	
ALCOHOL	Isopropyl alcohol 70% solution	10 x 500ml	Php75	750.00	
GLOVES	Hypoallergenic nonsterile gloves	3 Box of 100	300.00	900.00	

DENTAL CHAIR with compressor and high speed and low speed handpiece	a chair in which a patient sits and a clinician can operate or treat the patient by looking into his/her mouth easily.	1			Php 270,000

Enclosure No. 5

PRESCRIBED SERVICE AGREEMENT FOR COS FY 2026

<table>
<tr><td colspan="4">SERVICE AGREEMENT</td></tr>
<tr><td colspan="2">FIRST PARTY</td><td colspan="2">SECOND PARTY</td></tr>
<tr><td colspan="2">DEPARTMENT OF EDUCATION (DEPED)</td><td>Name</td><td></td></tr>
<tr><td>Address</td><td>DepEd Complex Meralco Ave. Pasig City</td><td>TIN</td><td></td></tr>
<tr><td>Representative</td><td></td><td>Address</td><td></td></tr>
<tr><td colspan="4">TERMS AND CONDITIONS</td></tr>
<tr><td>Office/Place of Assignment</td><td colspan="3">OFFICE OF THE DIRECTOR, BUREAU OF LEARNER SUPPORT SERVICES</td></tr>
<tr><td>Contract Period</td><td></td><td>Comparable Position/Position</td><td></td></tr>
<tr><td>Basic Service Fee per month</td><td></td><td>Premium Pay</td><td></td></tr>
<tr><td colspan="4">GENERAL PROVISIONS</td></tr>
<tr><td colspan="2">1. The PARTIES expressly agree that this Service Agreement shall be governed by and strictly comply with CSC-COA-DBM Joint Circular (JC) No. 01, Series of 2025, entitled "Guidelines on the Engagement of Contract of Service and Job Order Workers in the Government," jointly issued by the appropriate oversight agencies. The engagement of the SECOND PARTY, including but not limited to the nature of services, duration of engagement, compensation, allowable benefits, and limitations, shall at all times conform to the provisions of the said Joint Circular and other pertinent civil service, budgeting, accounting, auditing, and procurement laws, rules, and regulations.</td><td colspan="2">9. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of his duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the gove'rnment. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.</td></tr>
<tr><td colspan="2">2. The FIRST PARTY engages the services of the SECOND PARTY at the rate equivalent to Php [Salary Rate based on Officer Order OO-OSEC-2024-306] with 10% premium pay and is expected to perform the functions detailed in the Terms of Reference attached hereto as "Annex A", which is made an integral part hereof. This notwithstanding, the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.</td><td colspan="2">10. The SECOND PARTY shall NOT be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.</td></tr>
</table>

3. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) his/her detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by his/her immediate supervisor.	11. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.
4. The SECOND PARTY may be allowed to adopt Flexible Working Arrangements (FWA) subject to approval of the head of the respective functional office assigned strictly complying the Department Order (DO) No. 004 series of 2025, also known as the *"Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education"* . Further, the same shall likewise be entitled to other benefits and privileges subject to any subsequent DepEd Order that may authorize such entitlement.	12. During the first six (6) months of effectivity of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.
5. The FIRST PARTY may, in its discretion, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into consideration the latter's background and qualifications.	13. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.
6. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Orders, and other relevant laws, circulars, and issuances.	14. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure his/her fitness for the job or work to be performed.
7. There shall be **NO** employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall his/her services rendered be credited as government service. Nevertheless, s/he shall be covered by the CSC-COA-DBM JC No. 1 s. 2025, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.	15. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the former will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with his/her duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents, and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.

8. The SECOND PARTY warrants that s/he is of good moral standing and has not been previously dismissed by reason of any administrative or criminal case, and that s/he possesses the qualifications, education, experience, skills, or expertise required to perform the services, as indicated in Section V.1. of OO-OSEC-2023-023, as amended.	16. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.
SERVICE FEE, OTHER REMUNERATIONS & FUNDING	**NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**
The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes. The SECOND PARTY is entitled to be paid on **work suspensions** declared through supporting documentation/s and other applicable legal bases, which shall not be treated as absences and deduction/s from the Service Fee. The same shall be applied for non-working holidays provided that the **SECOND PARTY shall be able to render at least eight (8) working hours on the day immediately before or after the declared non-working holiday/s**. An exemption shall apply as provided on Item No. 3. The SECOND PARTY **shall not be paid on work suspensions and non-working holidays WITHIN the weeks that the SECOND PARTY has been absent for AT LEAST fifteen (15) working days**, except force majeure and health-related circumstances supported by pertinent documentations determined sufficient by the FIRST PARTY. The SECOND PARTY is entitled to premium pay **and overtime pay, provided that the activities which may warrant the rendition of overtime services, based on the corresponding remuneration rate and its adjustment under the contract**, in	1. All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances: a. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential; b. Information in the public domain; c. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and d. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties. 2. The SECOND PARTY strictly observe the **confidentiality of all procurement-related information and documents**, including but not limited to bidding documents, supplemental bid bulletins, resolutions, position papers, and other internal communications. No said confidential

accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations. The SECOND PARTY may be allowed to claim transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations. This Agreement shall be funded from the General Appropriations Act (GAA 2026) Fund for the fiscal year covering the effectivity period of this Agreement.	information shall be disclosed, shared, or otherwise divulged, in whatever form, to any prospective bidder, supplier, contractor, consultant, or to any person – natural or judicial - who has direct or indirect interest in the project to be procured, or to any other party, prior to the official release of the said information or document to the public, except to those duly authorized by the FIRST PARTY in the official handling thereof. 3. The foregoing obligations on confidentiality and non-disclosure of confidential information shall survive and subsist even after the expiration or termination of this Agreement. **The breach or violation of the foregoing provisions shall be ground for the FIRST PARTY to exercise its rights against the SECOND PARTY, including immediate termination of the contract**, without prejudice with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.
TERMINATION OF AGREEMENT	
1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.	
2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds enumerated under Office Order OO-OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.	
TURN OVER AND CLEARANCE REQUIREMENTS	**DISPUTE RESOLUTION**
1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand: a. Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody. b. Secure the Clearance from All	1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.

Accountabilities duly approved by the FIRST PARTY.	
2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.	2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.
	3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in Pasig City, to the exclusion of all other courts.
IN WITNESS WHEREOF, the Parties have hereunto set their hands this ____ day of _____ 20____ at _____ City, Philippines.	
_____[FULL NAME OF FIRST PARTY]_____ **[Designation of FIRST PARTY]**	**_____[FULL NAME OF SECOND PARTY]_____**

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in _____ City, on the date and at the place first above written, personally appeared the following:

Name	**Gov't Issued ID**	**Place Issued**	**Date Issued**

Known to me and to me known to be the same persons who executed the foregoing **Service Agreement** consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

_____
NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20___.

Enclosure No. 6

TERMS OF REFERENCE (ToR) FOR CONTRACTS OF SERVICE (COS)- TECHNICAL ASSISTANTS (TAs) FOR SCHOOL HEALTH PROGRAMS

I. Technical Assistant II

Allowed No. of COS: 1 per Regional Office

Basic Monthly Salary: PHP 38,000 monthly rate + 10% premium

Station: Regional Office, Education Support Services Division – Health and Nutrition Section

Qualification Standards:

1. Bachelor's degree relevant to the job (e.g., psychology, nursing, public health/management or any allied health or social development degree)
2. Eight hours of relevant training
3. One year of relevant experience

Roles and Responsibilities:

1. Assist the permanent personnel designated as Coordinator(s) of the School Health Program(s) regarding projects, and activities on school health in basic education;
2. Provide technical assistance in ensuring the integration and streamlining of school health policies and programs in the region;
3. Provide technical assistance in the implementation of various school health programs, projects, and activities in the region;
4. Provide technical assistance in managing the network of resources for school health promotion and basic services provision;
5. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of school health programs, projects, and activities;
6. Prepare technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;
7. Draft letters, memoranda, and other types of communications;
8. Coordinate and collaborate with different offices in the Department, other concerned government agencies, partners, and school health experts in the implementation of school health programs, projects, and activities as well as the delivery of basic school health services and interventions;
9. Attend meetings as assigned; and
10. Perform other functions as may be deemed necessary.

II. Technical Assistant I

Allowed No. of COS: 1 per region

Basic Monthly Salary: PHP 28,000 monthly rate + 10% premium

Station: Regional Office, Education Support Services Division - School Health and Nutrition Section

Qualification Standards:

1. Bachelor's degree relevant to the job (e.g., psychology, nursing, public health/management or any allied health or social development degree)
2. No training required
3. No experience required

Roles and Responsibilities:

1. Assist in the integration and streamlining of school health policies and programs in the region;
2. Assist in the provision of technical assistance in the implementation of various school health programs, projects, and activities in the region;
3. Assist in the management of network of resources for school health promotion and basic services provision;
4. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of school health programs, project, and activities;
5. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding school health programs, projects, and activities in the region;
6. Assist in drafting letters, memoranda, and other types of communications;
7. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and school health experts in the implementation of mental health programs, projects, and activities as well as the delivery of basic school health services and interventions;
8. Attend meetings as assigned; and
9. Perform other functions as may be deemed necessary.

III. Technical Assistant I

Allowed No. of COS: 1 per Very Large SDO

Basic Monthly Salary: PHP 28,000 monthly rate + 10% premium

Station: Schools Division Office, School Governance and Operations Division-School Health and Nutrition Section

Qualification Standards:

1. Bachelor's degree relevant to the job (e.g., psychology, social work, allied health)
2. No training required
3. No experience required
4. License in psychology, guidance and counseling, or social work is an advantage

Roles and Responsibilities:

1. Assist in the integration and streamlining of school health policies and programs within the jurisdiction of the SDO;
2. Assist in the provision of technical assistance in the implementation of various school health programs, projects, and activities in the region;
3. Assist in the management of network of resources for school health promotion and basic services provision;
4. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of school health programs, project, and activities;

5. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding school health programs, projects, and activities within the jurisdiction of the SDO;
6. Assist in drafting letters, memoranda, and other types of communications;
7. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and school health experts in the implementation of school health programs, projects, and activities as well as the delivery of basic school health services and interventions;
8. Attend meetings as assigned; and
9. Perform other functions as may be deemed necessary.

Enclosure No. 7

TERMS OF REFERENCE (ToR) FOR CONTRACTS OF SERVICE (COS)- TECHNICAL ASSISTANTS (TAs) FOR LEARNER FORMATION PROGRAMS

Position: Technical Assistant I

Allowed No. of COS: 1 per region

Basic Monthly Salary: PHP 28,000 monthly rate + 10% premium

Station: Regional Office, Education Support Services Division

Qualification Standards:

1. Bachelor's degree relevant to the job;
2. No prior training or professional experience required; however, internships or volunteer experiences in related areas will be considered an advantage;
3. Familiarity with basic project management and data management tools;
4. Strong organizational, coordination, and multitasking skills;
5. Excellent communication abilities, both written and verbal; and
6. Ability to translate complex information into visually appealing designs and presentations.

Roles and Responsibilities:

1. Assist the Regional Youth/Learner Formation Coordinator by aiding in data collection analysis, and contribute to monitoring and evaluation efforts to develop a comprehensive report;
2. Assist in the provision of technical assistance in the implementation of various learner formation programs, projects, and activities in the region;
3. Assist in the coordination with Division field counterparts in the dissemination of all information required;
4. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations related to learner formation programs, projects, and activities in the region;
5. Assist drafting learner-related letters, memoranda, and other types of communications;
6. Assist in the coordination with various offices in the Department, other concerned government agencies, partners, and experts in the implementation involved in the implementation of learner formation-related programs, projects, and activities;
7. Attend meetings as assigned to provide technical support and gather pertinent information; and
8. Perform other youth formation-related functions as may be deemed necessary.