Republic of the Philippines
# Department of Education
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**
No. 1322, s. 2026

NOV 16 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RENEWAL OF CONTRACTS OF SERVICE (COS) OF DEPED FIELD ENGINEERS FOR FISCAL YEAR (FY)2027**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates the attached Memorandum DM-OUHRODI-2026-4166 from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure dated November 11, 2026 titled **"Submission of Documentary Requirements for the Renewal of Contract of Service (COS) of DepEd Field Engineers for Fiscal Year (FY) 2027,"** which is self-explanatory.

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

**RAMIR B. UYTICO EdD, CESO III**
Regional Director

Encl.: As stated
Reference: As Stated
To be indicated in the Perpetual Index
under the following subject:

PROGRAMS

JV/ESSD/Submission of Documentary requirements for the renewal of contract of service (COS) of DepEd field engineers for fiscal year (FY) 2027
_____-November12, 2026

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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT OF EDUCATION
Records Section, Negros Island Region
RECEIVED
DATE: 11/12/26 TIME: 9:59am

**MEMORANDUM**
**DM-OUHRODI-2026-4166**

TO : **ALL REGIONAL DIRECTORS**

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

SUBJECT : **SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RENEWAL OF CONTRACTS OF SERVICE (COS) OF DEPED FIELD ENGINEERS FOR FISCAL YEAR (FY) 2027**

DATE : NOV 1 1 2026

This has reference to the attached Memorandum titled **Submission of List of Contract of Service (COS) Personnel for the Renewal of Service Agreements for FY 2027** dated 03 November 2026.

In line with this directive to expedite and streamline the processing of compensation documents for COS personnel for renewal, **all Regional Directors (RDs) are hereby instructed to facilitate and ensure the timely submission of complete documentary requirements of all DepEd Field Engineers** assigned to the Regional Offices (ROs) and the Schools Division Offices (SDOs) within their respective jurisdictions.

**The following guidelines shall be observed:**

## I. SUBMISSION GUIDELINES

1. **Dissemination of Requirements** — The RDs shall ensure that this memorandum and the enclosed *QR Code – Checklist of Requirements* are disseminated to all SDOs and Field Engineers under their respective jurisdictions.

2. **Completion of Documentary Requirements** — All concerned Field Engineers shall accomplish the prescribed checklist and prepare the corresponding actual documents.

   Two (2) printed copies of the accomplished checklist shall be prepared: a) first copy is to be kept by the concerned Field Engineer as proof of submission, duly acknowledged by the receiving RO; and b) second

copy is to be attached to the actual documentary requirements submitted.

3. **Verification and Acceptance**

The RO shall designate personnel to check the completeness of the documentary requirements against the prescribed checklist before accepting the submissions.

Only complete submissions shall be accepted for onward endorsement or transmittal to the Education Facilities Division (EFD) of the DepEd Central Office.

4. **Submission through Courier**

Considering the geographical distribution and field assignments of the concerned personnel, submission of the documentary requirements to EFD shall be made through an authorized courier service.

The ROs shall ensure that all documents are properly arranged, consolidated, and securely packaged before dispatch.

5. **Accountability of ROs**

The RDs shall ensure that all concerned Field Engineers under their respective jurisdictions are properly informed, guided, and monitored to guarantee compliance with the prescribed requirements and deadlines.

## II. SUBMISSION AND PROCESSING SCHEDULE

| Date | Activity |
|---|---|
| **12-19 November 2026** | Submission of complete documentary requirements of Field Engineers to EFD through courier service |
| **19 November 2026, 12:00 p.m.** | Absolute deadline for the receipt of submissions by EFD<br><br>No documents shall be accepted beyond this deadline. |
| **23-24 November 2026** | EFD's final checking and preparation of transmittal documents |
| **25-26 November 2026** | EFD's official submission of consolidated documentary requirements to the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI) |
| **01-03 December 2026** | Correction period for deficiencies or additional documentary requirements identified by OUHRODI |
| **04 December 2026** | Deadline for the receipt of submissions by OUHRODI |

## III. STRICT COMPLIANCE

1. All Field Engineers included in the list of personnel proposed for contract renewal are expected to submit their complete documentary requirements within the prescribed period.

2. Any Field Engineer who fails to submit the complete documentary requirements within the prescribed deadline of 19 November 2026, at 12:00 p.m. shall be excluded from the consolidated list of personnel endorsed by EFD for contract renewal for FY 2027.

3. The 01-03 December 2026 correction period shall be reserved exclusively for addressing deficiencies or additional documentary requirements identified by OUHRODI. It shall not be considered an extension for the initial submission of incomplete or late requirements.

4. The RDs shall ensure that all concerned Field Engineers are informed of these deadlines and that the necessary arrangements are made to facilitate the timely delivery of their documents to EFD.

In view of the limited time available for the consolidation and submission of requirements, **all RDs are enjoined to give this matter their utmost attention and ensure strict compliance by all concerned personnel**.

Should you have questions/concerns, please contact the **EFD** through email efd.@deped.gov.ph or landline (02) 8638-7110.

**For strict compliance.**

Republic of the Philippines
**Department of Education**
OFFICE OF THE SECRETARY

**MEMORANDUM**

TO : **UNDERSECRETARIES**
**ASSISTANT SECRETARIES**
**BUREAU AND SERVICE DIRECTORS**
**DIVISION CHIEFS**
**ALL OTHERS CONCERNED**

FROM : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

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

SUBJECT : **Submission of List of Contract of Service Personnel for the Renewal of Service Agreements for Financial Year 2027**

DATE : November 3, 2026

In relation to the streamlined processing of compensation documents for Contract of Service (CoS) personnel, all concerned strands are directed to submit to the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, on or before **December 4, 2026**, the following:

1. The list of CoS personnel proposed for contract renewal by the end of December 2026 (Annex A), and
2. The complete and valid documentary requirements for contract renewal pursuant to Office Order OO-OSEC-2023-023, as amended (Annex B).

Timely submission of these requirements shall facilitate the processing of contract renewals and ensure the uninterrupted processing of compensation documents.

For inquiries or concerns, please contact the **Bureau of Human Resource and Organizational Development-Personnel Division** through email at bhrod.pd@deped.gov.ph.

For strict compliance.

IGG, JMC M Submission of List of CoS Personnel for the Renewal of Service Agreements for FY 2027
0427 – November 3, 2026

**Annex A**

# COS RENEWAL
# PER INDIVIDUAL Requirements
## Attachment / Formats QR Links:

COS RENEWAL 2027

https://tinyurl.com/373wu6ht