



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 278, s. 2026

MAR 17 2026

**REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE ORDER
FOR THE RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE
SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) FOR FY 2026**

TO: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2026-0628, dated March 4, 2026 re: "Regional Breakdown of the Sub-Allotment Release Order for the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service (COS) for FY 2026," which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

ALLOTMENT EMPLOYEE

ASD/PS/JEM/REGIONAL MEMO -Dissemination-DM-OUHROD-2026-0630 Updating of information of newly hired or renewed administrative support staff under COS in schools



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2026-0628

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT : **REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE
ORDER FOR THE RENEWAL AND HIRING OF SCHOOL-BASED
ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF
SERVICE (COS) FOR FY 2026**

DATE : March 04, 2026

Pursuant to **DM-OUHROD-2026-0095**, titled "Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service (COS) for FY 2026," this Office hereby informs the Regional Offices (ROs) and Schools Division Offices (SDOs) that the **Sub-Allotment Release Orders (SUB-AROs)** for the renewal and hiring of School-Based Administrative Support Staff under Contract of Service (COS) have already been **downloaded to the Regional Offices**.

For FY 2026, the total Maintenance and Other Operating Expenses (MOOE) downloaded to the ROs are sourced from the **General Management and Supervision (GMS) and Operation of Schools** for *Elementary (Kinder to Grade 6), Junior High School (Grade 7 to Grade 10), and Senior High School (Grade 11 to Grade 12)* fund lodged at the Central Office.

For guidance on the further downloading of funds to the SDOs, kindly refer to the attached **regional breakdown indicating the respective fund sources**. Furthermore, this Office reiterates that the additional MOOE shall be used solely for the **payment of salaries of School-Based Administrative Support Staff under COS**.

Should there be further concerns/questions, please coordinate with the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Finance

**FY 2026 SCHOOL BASED ADMINISTRATIVE SUPPORT STAFF
REGIONAL BREAKDOWN - NIR**

1. Under Operations of Schools for Elementary (Kinder to Grade 6)

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	3 Months Total	Total MOOE Requirement
NIR	Bayawan City	35	22	3	20,000.00	2,000.00	66,000.00	2,310,000.00
NIR	Cadiz City	15	22	3	20,000.00	2,000.00	66,000.00	990,000.00
NIR	Carlaon City	19	22	3	20,000.00	2,000.00	66,000.00	1,254,000.00
NIR	Escalante City	1	22	3	20,000.00	2,000.00	66,000.00	66,000.00
NIR	Guihulngan City	34	22	3	20,000.00	2,000.00	66,000.00	2,244,000.00
NIR	Himamaylan City	1	22	3	20,000.00	2,000.00	66,000.00	66,000.00
NIR	Kabankalan City	12	22	3	20,000.00	2,000.00	66,000.00	792,000.00
NIR	Negros Occidental	25	22	3	20,000.00	2,000.00	66,000.00	1,650,000.00
NIR	Sagay City	9	22	3	20,000.00	2,000.00	66,000.00	594,000.00
NIR	San Carlos City	16	22	3	20,000.00	2,000.00	66,000.00	1,056,000.00
NIR	Sipalay City	8	22	3	20,000.00	2,000.00	66,000.00	528,000.00
NIR	Siquijor	26	22	3	20,000.00	2,000.00	66,000.00	1,716,000.00
NIR	Victorias City	2	22	3	20,000.00	2,000.00	66,000.00	132,000.00
GRAND TOTAL:		203						13,398,000.00

2. Under General Management and Supervision (GMS) for Elementary (Kinder to Grade 6)

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	3 Months Total	Total MOOE Requirement
NIR	Bayawan City	35	22	3	20,000.00	2,000.00	66,000.00	2,310,000.00
NIR	Cadiz City	15	22	3	20,000.00	2,000.00	66,000.00	990,000.00
NIR	Carlaon City	19	22	3	20,000.00	2,000.00	66,000.00	1,254,000.00
NIR	Escalante City	1	22	3	20,000.00	2,000.00	66,000.00	66,000.00
NIR	Guihulngan City	34	22	3	20,000.00	2,000.00	66,000.00	2,244,000.00
NIR	Himamaylan City	1	22	3	20,000.00	2,000.00	66,000.00	66,000.00
NIR	Kabankalan City	12	22	3	20,000.00	2,000.00	66,000.00	792,000.00
NIR	Negros Occidental	25	22	3	20,000.00	2,000.00	66,000.00	1,650,000.00
NIR	Sagay City	9	22	3	20,000.00	2,000.00	66,000.00	594,000.00
NIR	San Carlos City	16	22	3	20,000.00	2,000.00	66,000.00	1,056,000.00
NIR	Sipalay City	8	22	3	20,000.00	2,000.00	66,000.00	528,000.00
NIR	Siquijor	26	22	3	20,000.00	2,000.00	66,000.00	1,716,000.00
NIR	Victorias City	2	22	3	20,000.00	2,000.00	66,000.00	132,000.00
GRAND TOTAL:		203						13,398,000.00

**FY 2026 SCHOOL BASED ADMINISTRATIVE SUPPORT STAFF
REGIONAL BREAKDOWN - NIR**

3. Under Operations of Schools for Junior High School (Grade 7 to Grade 10)

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	6 Months Total	Total MOOE Requirement
NIR	Bayawan City	9	22	6	20,000.00	2,000.00	132,000.00	1,188,000.00
NIR	Canlaon City	5	22	6	20,000.00	2,000.00	132,000.00	660,000.00
NIR	Escalante City	2	22	6	20,000.00	2,000.00	132,000.00	264,000.00
NIR	Guihulngan City	17	22	6	20,000.00	2,000.00	132,000.00	2,244,000.00
NIR	Hinamaylan City	6	22	6	20,000.00	2,000.00	132,000.00	792,000.00
NIR	Kabankalan City	24	22	6	20,000.00	2,000.00	132,000.00	3,168,000.00
NIR	Negros Occidental	1	22	6	20,000.00	2,000.00	132,000.00	132,000.00
NIR	Sagay City	2	22	6	20,000.00	2,000.00	132,000.00	264,000.00
NIR	San Carlos City	2	22	6	20,000.00	2,000.00	132,000.00	264,000.00
NIR	Siquijor	1	22	6	20,000.00	2,000.00	132,000.00	132,000.00
NIR	Victorias City	3	22	6	20,000.00	2,000.00	132,000.00	396,000.00
GRAND TOTAL:		72						9,504,000.00

Note/s: Including ELEM TO JHS (K TO 10), JHS TO SHS (7 TO 12), ELEM TO SHS (ALL OFFERING / K TO 12)

4. Under Operations of Schools for Senior High School (Grade 11 to Grade 12)

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	6 Months Total	Total MOOE Requirement
NIR	Guihulngan City	1	22	6	20,000.00	2,000.00	132,000.00	132,000.00
GRAND TOTAL:		1						132,000.00

Total No. of Schools: 276
Total MOOE Requirement: 36,432,000.00