



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 280, s. 2026

MAR 17 2026

**REMINDER ON THE UPDATING OF INFORMATION OF NEWLY HIRED OR
RENEWED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF
SERVICE (COS) IN SCHOOLS**

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

1. Attached is Memorandum DM-OUHROD-2026-0630, dated March 4, 2026 re: "Reminder on the Updating of Information of Newly Hired or Renewed Administrative Support Staff Under Contract of Service (COS) in Schools," which is self-explanatory.
2. Attention is particularly invited to Paragraph 2 of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

SCHOOLS EMPLOYEE DATA

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



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0430

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

ATTENTION : ALL REGIONAL OFFICE – HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
ALL SCHOOLS DIVISION OFFICE – HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)

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

SUBJECT : REMINDER ON THE UPDATING OF INFORMATION OF NEWLY HIRED OR RENEWED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) IN SCHOOLS

DATE : March 04, 2026

In accordance with **DM-OUHROD-2026-0095**, titled “Guidelines on the Renewal and Hiring of School-based Administrative Support Staff Under Contract of Service for FY 2026,” all Schools Division Offices (SDOs) are required to update the information of newly-hired or renewed COS personnel.

In this regard, all **SDO-HRMOs** are requested to update the status of their newly hired and/or renewed Administrative Support Staff (COS) through the Division Monitoring Tool accessible at bit.ly/School-basedCOSMonitoring on or before **March 27, 2026**. Further, all **RO-HRMOs** are instructed to monitor the updating of SDO Monitoring Tools and ensure that all information is accurate and complete.

For reference, all relevant templates to be used are available for download at bit.ly/TeacherWorkload_ToolsandProcedure, specifically on the 3rd folder, titled **FORMS**, under Administrative Tasks.

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.