



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

OCT 14 2025

No. 487, s. 2025

**GUIDELINES ON THE USE OF BALANCES FROM THE DOWNLOADED
MOOE FOR THE RENEWAL AND HIRING OF SCHOOL-BASED
ADMINISTRATIVE SUPPORT STAFF UNDER
CONTRACT OF SERVICE (COS)**

To: Schools Division Superintendents
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2770 dated September 09, 2025 re: "Guidelines on the Use of Balances from the Downloaded MOOE for the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service (COS)" 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

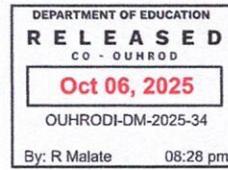
To be indicated in the Perpetual Index
under the following subjects:

POLICY PAYMENT ORGANIZATIONS HIRING CONTRACTS

ASD/PS/AGS/REGIONAL MEMO -dissemination- DM OUHROD 2025-2770-COS Hiring-Renewal- MOOE



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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1770

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

E-signed by
 Wilfredo Cabral
 10/6/2025, 4:29:43 PM

ATTY. EDSON BYRON K. SY
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : GUIDELINES ON THE USE OF BALANCES FROM THE
DOWNLOADED MOOE FOR THE RENEWAL AND HIRING OF
SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER
CONTRACT OF SERVICE (COS)

DATE : September 9, 2025

This refers to the additional Maintenance and Other Operating Expenses (MOOE) downloaded to field offices for the renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS), pursuant to Memorandum DM-OUHROD-2025-0083.

In the event that there are **balances or excess funds from the downloaded MOOE**, this shall be used exclusively for the hiring of **additional** school-based CoS, subject to the following guidelines:

- 1. Identification of Excess Funds.** The SDO-Finance Unit shall determine the exact amount of balance or excess funds from the downloaded MOOE. It is emphasized that sufficient funds must first be allocated for the salaries and premium of existing CoS personnel before any balance or excess funds are declared.
- 2. Determination of Additional CoS.** Based on the available excess funds, the SDO-Administrative Unit (Personnel Section) shall determine the number of additional CoS personnel that may be hired, ensuring that salaries and premium are adequately covered.

3. **Identification of Eligible Schools.** The SDO-Administrative Unit (Personnel Section) shall identify the schools where the additional CoS personnel will be deployed, giving priority to schools without non-teaching personnel. Schools that already have CoS personnel shall not be eligible for additional deployment. The final list of eligible schools shall be subject to approval by the Schools Division Superintendent (SDS).
4. **Hiring and Deployment.** In the hiring and deployment process, the SDO-Administrative Unit (Personnel Section) and concerned School Heads shall ensure full compliance with the prescribed guidelines under DM-OUHROD-2025-083. However, service agreements shall only be valid until **December 31, 2025**. Any renewal for FY 2026, similar to existing CoS personnel, will depend on the results of evaluation and availability of funds, and therefore cannot be guaranteed at this time.
5. **Monitoring and Reporting.** For monitoring purposes, the SDO-Administrative Unit (Personnel Section) shall submit information on additional schools where CoS personnel are deployed to this Office through the following link: **bit.ly/School-basedCOSMonitoring**.

In cases where the available balance or excess funds are not sufficient to cover the hiring of additional CoS personnel, the SDS is hereby authorized to facilitate the realignment or reprogramming of said funds for other allowable purposes, to ensure their full utilization by the end of FY 2025.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your compliance.

Copy furnished:

Office of the Secretary
Department of Education