



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 774, s. 2026

JUL 23 2026

**REMINDER ON THE SUBMISSION OF CERTIFICATES OF UNOBLIGATED
BALANCES DUE TO THE NON-ENGAGEMENT OF CONTRACT OF SERVICE
(COS) PERSONNEL UNDER THE PROGRAM SUPPORT FUND (PSF)**

To: Schools Division Superintendents
All Others Concerned

- 1) Attached is Memorandum OUICT-MEM-0714126-T3-1 from Atty. Marcelino G. Veloso III, Undersecretary, dated 20 July 2026, titled Reminder on the Submission of Certificates of Unobligated Balances due to the Non-Engagement of Contract of Service (COS) Personnel under the Program Support Fund (PSF).
- 2) This Memorandum serves as a follow-up to OASICT-MEM-051326-T3-2 dated 08 June 2026, which originally requested the submission of a Certificate of Unobligated Balances from concerned Schools Division Offices (SDOs) by 15 June 2026.
- 3) Attention is directed to Annex A of the attached Memorandum, which lists the SDOs within this region that have pending submissions. These concerned SDOs are strictly reminded to submit their Certificates of Unobligated Balances, duly certified by their respective Budget Officer or Accountant, to the Office of the Undersecretary for Information and Communications Technology (OUICT).
- 4) This requirement also applies to SDOs that successfully engaged ICT Contract of Service (COS) personnel. Their submitted certification must clearly reflect the obligated amount and any remaining unobligated balance.
- 5) The firm deadline for submission is on or before 24 July 2026. Note that submissions received after 27 July 2026 will no longer be accepted by the Central Office. Failure to submit by the prescribed deadline will be interpreted as an indication that the concerned office/unit is capable of utilizing its existing funds and subsequent requests for a negative Sub-ARO or fund realignment will not be entertained.



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- 6) For more questions and clarifications, contact Mr. Nathaniel E. Lajot Jr., Regional IT Officer, Office of the Regional Director-ICT Unit at mobile number 09275366081.
- 7) Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated
Incl: Memorandum dated 20 July 2026
To be indicated in the Perpetual Index
under the following subjects:

ICT COS CERTIFICATES BALANCES PSF

NLJ/ORD-ICT-RM/ Reminder on the Submission of Certificates of Unobligated Balances due to the Non-Engagement of Contract of Service (COS) Personnel under the Program Support Fund (PSF)
____/July 22, 2026



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM

OUICT-MEM-071426-T3-1

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION INFORMATION TECHNOLOGY
OFFICERS
ALL OTHERS CONCERNED

FROM : **ATTY. MARCELINO G. VELOSO III**
Undersecretary

SUBJECT : REMINDER ON THE SUBMISSION OF CERTIFICATES OF
UNOBLIGATED BALANCES DUE TO THE NON-ENGAGEMENT OF
CONTRACT OF SERVICE (COS) PERSONNEL UNDER THE PROGRAM
SUPPORT FUND (PSF)

DATE : 20 July 2026

1. This refers to **OASICT-MEM-051326-T3-2 dated 08 June 2026**, entitled "Request for Submission of Certificate of Unobligated Balances due to Non-Engagement of Contract of Service (COS) Personnel under the Program Support Fund (PSF)." Under the said Memorandum, concerned Schools Division Offices (SDOs) were requested to submit a **Certificate of Unobligated Balances**, duly certified by the Budget Officer or Accountant of their respective Finance Units, **not later than 15 June 2026**. As of this date, however, several SDOs have yet to follow the said requirement. The submitted certification shall serve as the basis for this Office to determine the extent of unobligated balances resulting from the non-engagement of ICT Contract of Service (COS) personnel and to facilitate the evaluation of the possible reabsorption, utilization, or repurposing of the downloaded funds, in accordance with existing laws, rules, and regulations.
2. Under the **Joint Memorandum dated 01 October 2025, entitled "Guidelines on the Engagement of Contract of Service for Information and Communications Technology Service Needs,"** Schools Division Offices (SDOs) were provided funds and authorized to engage Information and Communications Technology (ICT) Contract of Service (COS) personnel for the purposes specified therein. However, under **CSC-COA-DBM Joint Circular No. 1, s. 2025**, which prohibits government agencies from increasing the number of Contract of Service and Job Order personnel beyond the existing number as of 31 December 2025 and pending the Department's request for exemption to engage one hundred eighty-one (181) ICT COS personnel for Fiscal Year 2026, several SDOs were unable to engage the authorized personnel. Consequently, unobligated balances remain from the funds previously downloaded for this purpose.

3. In view of the foregoing, the concerned Schools Division Offices (SDOs) listed in **Annex A** are hereby reminded to submit their respective Certificates of Unobligated Balances, as previously required under OASICT-MEM-051326-T3-2 dated 08 June 2026. The required documents shall be submitted to this Office **on or before 24 July 2026**. This requirement likewise applies to SDOs that were **able to engage ICT Contract of Service (COS) personnel, provided that the submitted certification reflects the corresponding obligated amount** and any remaining unobligated balance, if applicable.
4. Please be advised that **submissions received after 27 July 2026 will no longer be accepted**. Non-submission by the prescribed deadline shall be deemed an indication that the concerned office/unit is capable of utilizing its existing funds. Accordingly, **requests for a negative Sub-ARO or fund realignment will no longer be considered**.
5. For submissions, inquiries, and other concerns relative to this Memorandum, please coordinate with the Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID) through icts.tid@deped.gov.ph.
6. **Immediate dissemination and strict compliance** with this Memorandum are hereby directed.

ANNEX A**LIST OF SCHOOLS DIVISION OFFICES WITH PENDING SUBMISSION OF CERTIFICATES OF UNOBLIGATED BALANCES**

NO.	REGION	SCHOOLS DIVISION OFFICE (SDO)
1	Region I	Candon City
2	Region I	Ilocos Sur
3	Region I	La Union
4	Region I	Pangasinan I
5	Region I	Pangasinan II
6	Region I	San Carlos City
7	Region I	San Fernando City
8	Region II	Cagayan
9	Region II	Ilagan City
10	Region II	Isabela
11	Region II	Nueva Vizcaya
12	Region II	Quirino
13	Region III	Angeles City
14	Region III	Aurora
15	Region III	Balanga City
16	Region III	Bulacan
17	Region III	Cabanatuan City
18	Region III	Mabalacat City
19	Region III	Malolos City
20	Region III	Meycauayan City
21	Region III	Science City of Muñoz
22	Region III	San Fernando City
23	Region III	San Jose City
24	Region III	City of San Jose Del Monte
25	Region III	Tarlac
26	Region III	Zambales
27	CALABARZON	Antipolo City
28	CALABARZON	Bacoor City
29	CALABARZON	Cabuyao City
30	CALABARZON	Cavite
31	CALABARZON	Dasmariñas City
32	CALABARZON	General Trias
33	CALABARZON	Imus City
34	CALABARZON	Lucena City
35	CALABARZON	Rizal
36	CALABARZON	San Pedro City
37	CALABARZON	Sto. Tomas City
38	CALABARZON	Tanauan City
39	CALABARZON	Tayabas City
40	MIMAROPA	Calapan City
41	MIMAROPA	Marinduque
42	MIMAROPA	Occidental Mindoro
43	MIMAROPA	Puerto Princesa City
44	MIMAROPA	Palawan

ANNEX A

LIST OF SCHOOLS DIVISION OFFICES WITH PENDING SUBMISSION OF CERTIFICATES OF UNOBLIGATED BALANCES

NO.	REGION	SCHOOLS DIVISION OFFICE (SDO)
45	MIMAROPA	Romblon
46	Region V	Camarines Norte
47	Region V	Camarines Sur
48	Region V	Iriga City
49	Region V	Legazpi City
50	Region V	Ligao City
51	Region V	Naga City
52	Region V	Sorsogon
53	Region V	Sorsogon City
54	Region V	Tabaco City
55	Region VI	Aklan
56	Region VI	Antique
57	Region VI	Capiz
58	Region VI	Guimaras
59	Region VI	Iloilo City
60	Region VI	Passi City
61	Region VI	Roxas City
62	Region VII	Bogo City
63	Region VII	Lapu-Lapu City
64	Region VII	Mandaue City
65	Region VII	City of Naga, Cebu
66	Region VII	Talisay City
67	Region VII	Toledo City
68	Region VIII	Leyte
69	Region VIII	Northern Samar
70	Region VIII	Ormoc City
71	Region VIII	Southern Leyte
72	Region IX	Dapitan City
73	Region IX	Dipolog City
74	Region IX	Isabela City
75	Region IX	Pagadian City
76	Region IX	Zamboanga City
77	Region IX	Zamboanga Del Norte
78	Region IX	Zamboanga Del Sur
79	Region IX	Zamboanga Sibugay
80	Region IX	Sulu
81	Region X	Bukidnon
82	Region X	Cagayan De Oro City
83	Region X	Camiguin
84	Region X	Gingoog City
85	Region X	Lanao Del Norte
86	Region X	Malaybalay City
87	Region X	Misamis Occidental
88	Region X	Misamis Oriental

ANNEX A

LIST OF SCHOOLS DIVISION OFFICES WITH PENDING SUBMISSION OF CERTIFICATES OF UNOBLIGATED BALANCES

NO.	REGION	SCHOOLS DIVISION OFFICE (SDO)
89	Region X	Oroquieta City
90	Region X	Ozamis City
91	Region X	Tangub City
92	Region X	Valencia City
93	Region XI	Davao City
94	Region XI	Mati City
95	Region XII	General Santos City
96	Region XII	Sarangani
97	Region XII	South Cotabato
98	Region XII	Sultan Kudarat
99	CARAGA	Agusan Del Norte
100	CARAGA	Agusan Del Sur
101	CARAGA	Bayugan City
102	CARAGA	Bislig City
103	CARAGA	Butuan City
104	CARAGA	Cabadbaran City
105	CARAGA	Dinagat Island
106	CARAGA	Siargao
107	CARAGA	Surigao City
108	CARAGA	Surigao Del Norte
109	CARAGA	Surigao Del Sur
110	CARAGA	Tandag City
111	CAR	Abra
112	CAR	Apayao
113	CAR	Baguio City
114	CAR	Benguet
115	CAR	Ifugao
116	CAR	Kalinga
117	CAR	Mt. Province
118	CAR	Tabuk City
119	NIR	Bacolod City
120	NIR	Bago City
121	NIR	Bais City
122	NIR	Bayawan City
123	NIR	Cadiz City
124	NIR	Canlaon City
125	NIR	Dumaguete City
126	NIR	Escalante City
127	NIR	Guihulngan City
128	NIR	Himamaylan City
129	NIR	Kabankalan City
130	NIR	La Carlota City
131	NIR	Negros Occidental
132	NIR	Negros Oriental

ANNEX A

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NO.	REGION	SCHOOLS DIVISION OFFICE (SDO)
133	NIR	Sagay City
134	NIR	San Carlos City
135	NIR	Silay City
136	NIR	Sipalay City
137	NIR	Siquijor
138	NIR	Tanjay City
139	NIR	Victorias City