



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 824, s. 2026

AUG 05 2026

PROCESSING OF SALARIES FOR CONTRACT OF SERVICE (COS) TECHNICAL ENGINEER IV, DTR SUBMISSION GUIDELINES, AND LANDBANK ACCOUNT NUMBER REGISTRATION

To: Schools Division Superintendents
Chief, Education Support Services Division
All Others Concerned

1. To ensure the systematic, efficient, and timely processing of compensation, this Office informs that the monthly salaries of the following Contract of Service (COS) - Technical Assistant IV of the Engineering Facilities Division personnel shall now be processed directly at Regional Office:

Name			Position	SDO
Capati	Fidel	T	Technical Assistant IV (Engineer III)	Bais City
Enopia	Allan Vince	G	Technical Assistant IV (Engineer III)	Negros Oriental
Cahinod	Kevin	M	Technical Assistant IV (Engineer III)	Cadiz City
Mahilum	Analie	R	Technical Assistant IV (Engineer III)	Escalante City
Lapasaran	Eulogio Jr.	M	Technical Assistant IV (Engineer III)	La Carlota City
Jamora	Keithleene Vee	S	Technical Assistant IV (Engineer III)	Negros Occidental
Muleta	Azer	A	Technical Assistant IV (Engineer III)	Negros Occidental
Bidaure	Pia Elizabeth Angela	M	Technical Assistant IV (Engineer III)	Negros Oriental
Gaballo	Brezette Dawn Michelle	P	Technical Assistant IV (Engineer III)	Negros Oriental
Chua	Pamela Joy	B	Technical Assistant IV (Engineer III)	Tanjay City
Demegillo	Marie Dier	E	Technical Assistant IV (Engineer III)	Victorias City
Adion	Vanessa Nicole	Z	Technical Assistant IV (Engineer III)	Negros Occidental



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

2. Anent this, the aforementioned personnel are hereby directed to submit their updated LandBank account details through the link which will be posted in the Engineering Facilities Messenger Group Chat.
3. Further, all concerned personnel are required to submit the following documents attached to the DTR every 5th (fifth) of the month which can be accessed through the link which will be posted in the Engineering Facilities Messenger Group Chat:

Activity Form / Proforma Accomplishment Report (Original & Photocopy)
DTR (Original & Photocopy)
Certificate of Appearance/s (Original or Photocopy)
Official Office Logbook (Photocopy)
Authority to Travel
Salary/Payment Receipt/s (Original)
Contract (Photocopy)

4. Late submissions, incomplete supporting documents, or DTRs that do not bear the required signature of SDS shall not be processed for the current payroll period and shall automatically be deferred to the succeeding payroll cycle.
5. All concerned personnel are strictly required to submit the hard copies of their DTRs with complete attachments to the Regional Office every end of the semi-annual period.
6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director


ANTHONY H. LOBET JD, CESO V
Assistant Regional Director

Encl.: None.

Reference: None.

To be indicated in the Perpetual Index
under the following subject

SCHOOLS
FACILITIES

R/JL/ESSD/Salary Processing
_____/August 4, 2026



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



Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPAS03 310200100006000 - Continuing Appropriations BEFF - Rehabilitation, Renovation, Repair of School Buildings and Water and Sanitation Facilities		REFERENCE: BMB-F-25-0013021 dated	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-NIR-26-03865
		LEGAL BASIS: FY 2025 General Appropriations Act Republic Act (R.A.) No. 12116	DATE: 22-Jul-26
FUND CODE: 01102101	ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2026
PURPOSE: <i>To transfer funds for the Payment of Services of DepEd Engineers and Architects under Contract of Service (COS).</i>			
To: The Regional Director Regional Office - NIR Dumaguete-Palimpinon Road, Brgy. Batinguel, Dumaguete City 070010300018			Region : NIR
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
School Buildings		CO 5060404002	4,118,400.00
AMOUNT IN WORDS: *** Four Million One Hundred Eighteen Thousand Four Hundred Pesos Only ***			Total: <u>4,118,400.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

REY MARK V. TIRADOS
Administrative Officer IV
OIC, Finance Service-Budget Division

Approval for Transfer/Downloading of Funds

ATTY. EDSON BARON K. SISON
Undersecretary
Office of the Undersecretary for Finance