



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 5, 2025

REGIONAL MEMORANDUM

No. **254** s. 2025

**REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE ORDER
FOR THE RENEWAL AND HIRING OF SCHOOL-BASED
ADMINISTRATIVE SUPPORT STAFF FOR FY 2025**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-0481 with the subject: Regional Breakdown of the Sub-Allotment Release Order for the Renewal and Hiring of School-Based Administrative Support Staff for FY 2025.
2. The Schools Division Superintendents shall ensure timely and accurate payment of salary to the hired Administrative Support Staff on Contract of Service status in schools.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: As stated

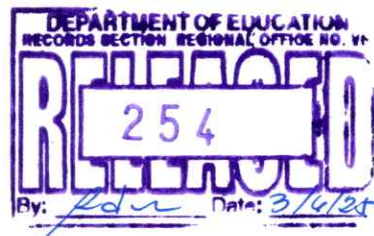
Reference: As stated

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

ADMINISTRATIVE SUPPORT

SUB-ALLOTMENT RELEASE ORDER

AD-PS-EDR



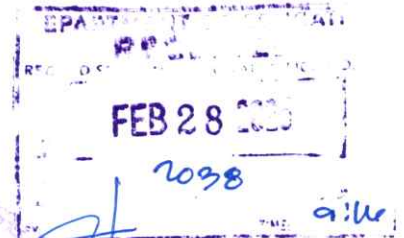
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Republika ng Pilipinas


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



MEMORANDUM

DM-OUHROD-2025-0481

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

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

SUBJECT : REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE
ORDER FOR THE RENEWAL AND HIRING OF SCHOOL-BASED
ADMINISTRATIVE SUPPORT STAFF FOR FY 2025

DATE : 24 February 2025

Pursuant to **DM-OUHROD-2025-0083** with the subject "Guidelines on the Renewal and Hiring of School-based Administrative Staff under Contract of Service for the Provided Eligible Schools," the Department of Education hereby informs the Regional Offices (ROs) and the Schools Division Offices (SDOs) that the **Sub-Allotment Release Orders (SUB-AROs)** for the Renewal and Hiring of School-based Administrative Staff under Contract of Service (CoS) **have been downloaded to the Regional Offices.**

For guidance on the further downloading of funds to the SDOs, kindly see attached regional breakdown for ready reference. Furthermore, this Office would like to reiterate that the additional Maintenance and Other Operating Expenses (MOOE) is **solely for the payment of salaries of the school-based Administrative Support Staff under CoS.**

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

Copy furnished:
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|----------------|-------------|------|--------|
| Doc. Ref. Code | PAWIM-F-026 | Rev | 00 |
| Effectivity | 09.20.21 | Page | 1 of 1 |



**FY 2025 School-based Administrative Support Staff
Regional Breakdown**

| Region | SDO | No. of Schools | No. of Days | No. of Months | Regional Minimum Wage* | Monthly Salary | Premium Rate | Premium Amount | Total MOOE Requirement |
|-------------|-----------------------|----------------|-------------|---------------|------------------------|----------------|--------------|----------------|------------------------|
| REGION VIII | | | | | | | | | 218,856,330.00 |
| Region VIII | Baybay City | 51 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 6,588,945.00 |
| Region VIII | Biliran | 74 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 9,560,430.00 |
| Region VIII | Borongan City | 35 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 4,521,825.00 |
| Region VIII | Calbayog City | 69 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 8,914,455.00 |
| Region VIII | Catbalogan City | 27 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 3,488,265.00 |
| Region VIII | Eastern Samar | 152 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 19,637,640.00 |
| Region VIII | Leyte | 584 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 75,449,880.00 |
| Region VIII | Maasin City | 22 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 2,842,290.00 |
| Region VIII | Northern Samar | 184 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 23,771,880.00 |
| Region VIII | Ormoc City | 13 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 1,679,535.00 |
| Region VIII | Samar (Western Samar) | 395 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 51,032,025.00 |
| Region VIII | Southern Leyte | 85 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 10,981,575.00 |
| Region VIII | Tacloban City | 3 | 22 | 12 | 435 | 9570 | 0.125 | 1196.25 | 387,585.00 |