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

October 14, 2025

**REGIONAL MEMORANDUM**

No. **1343** 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 Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-2770 with the 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).
2. Immediate dissemination of and strict compliance with this Memorandum are desired.



**RONEL AL K. FIRMO, CESO IV**

Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

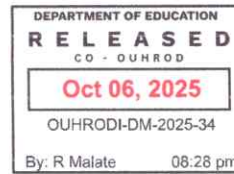
To be indicated in the Perpetual Index under the following subjects:

ADMINISTRATIVE SUPPORT  
CONTRACT OF SERVICE

BALANCE  
RENEWAL

HIRING

AD-PS-EDR



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](https://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 BHRD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For your compliance.

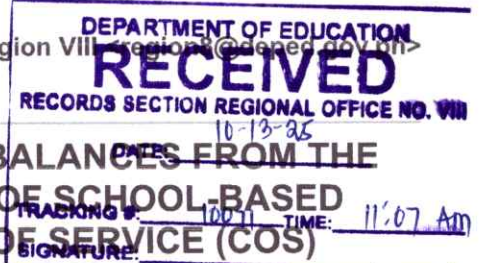
Copy furnished:

Office of the Secretary  
Department of Education





Department of Education Region VIII



# [DM-OUHROD-2025-2770] 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)

2 messages

Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@depd.gov.ph>

To: DepEd I Ilocos Region <region1@depd.gov.ph>, DepEd II Cagayan Valley Region <region2@depd.gov.ph>, DepEd III Central Luzon <region3@depd.gov.ph>, DepEd IVA CALABARZON <region4a@depd.gov.ph>, DepEd IMB MIMAROPA <mimaropa.region@depd.gov.ph>, DepEd V Bicol Region <region5@depd.gov.ph>, DepEd VI Western Visayas <region6@depd.gov.ph>, DepEd VII Central Visayas <region7@depd.gov.ph>, DepEd VIII Eastern Visayas <region8@depd.gov.ph>, DepEd IX Zamboanga Peninsula <region9@depd.gov.ph>, DepEd X Northern Mindanao <region10@depd.gov.ph>, DepEd XI Davao Region <region11@depd.gov.ph>, DepEd XII Soccsargen <region12@depd.gov.ph>, DepEd Region XIII- CARAGA <caraga@depd.gov.ph>, DepEd Cordillera Administrative Region <car@depd.gov.ph>, DepEd NCR <ncr@depd.gov.ph>, "Negros Island Region (NIR)" <nir@depd.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@depd.gov.ph>, Benjamin Paragas <benjamin.paragas@depd.gov.ph>, Ronnie Mallari <ronnie.mallari@depd.gov.ph>, ALBERTO ESCOBARTE <alberto.escobarte@depd.gov.ph>, NICOLAS CAPULONG <nicolas.capulong@depd.gov.ph>, RD Gilbert Sadsad <gilbert.sadsad@depd.gov.ph>, RD-VIII Ramir Uytico <ramir.uytico@depd.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@depd.gov.ph>, RONELO AL FIRMO <ronelo.firmo@depd.gov.ph>, RUTH FUENTES <ruth.fuentes@depd.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@depd.gov.ph>, ALLAN FARNAZO <allan.farnazo@depd.gov.ph>, CARLITO ROCAFORT <carlito.rocafort@depd.gov.ph>, Maria Ines Asuncion <mariaines.asuncion@depd.gov.ph>, ESTELA CARINO <estela.carino@depd.gov.ph>, Jocelyn Andaya <jocelyn.andaya005@depd.gov.ph>, "cc: Cristito Eco" <cristito.eco001@depd.gov.ph>

Cc: Office of the Secretary <rizza.buiza@depd.gov.ph>, MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@depd.gov.ph>, Janzen Alarcio <janzen.alarcio@depd.gov.ph>, SONIA SOBREMISANA <sonia.sobremisana@depd.gov.ph>, Rachel Malate <rachel.malate001@depd.gov.ph>, Sharon Ayala <sharon.ayala@depd.gov.ph>, Andrea Lim <andrea.lim002@depd.gov.ph>, Leona Victoria Teves <leona.teves@depd.gov.ph>, Adrian Conti <adrian.conti@depd.gov.ph>, Office of the Secretary <osec@depd.gov.ph>, Willie CABRAL <wilfredo.cabral@depd.gov.ph>, School Effectiveness Division <bhrod.sed@depd.gov.ph>, "to: Bureau of Human Resource and Organizational Development Office of the Director" <bhrod.od@depd.gov.ph>

Dear **Regional Directors, Schools Division Superintendents, and All Others Concerned:**

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For your compliance.



Office of the Undersecretary for Human Resource  
and Organizational Development (OUHROD)  
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**DEPARTMENT OF EDUCATION**  
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 **[DM-OUHROD-2025-2770] MEMO\_Guidelines on the Use of Balances\_Downloaded MOOE for School-based COS.pdf**  
474K

Department of Education Region VIII <region8@deped.gov.ph>

Mon, Oct 13, 2025 at 10:14 AM

To: "Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)"  
<usec.hrod@deped.gov.ph>

Acknowledged. Thank you.

[Quoted text hidden]

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Department of Education RO VIII  
Government Center, Candahug, Palo, Leyte