



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

May 11, 2026

OFFICE MEMORANDUM

AD-PS-2026- 239

COMPREHENSIVE REVIEW ON THE EXISTING EMPLOYEE FUNCTIONS

To: Chiefs of RO Functional Divisions
Section/Unit Heads
All Others Concerned

1. In response to the Audit Observation Memorandum issued by the Commission on Audit particularly on the continuous reliance on Contract of Service/Job Order workers, concerned Functional Division Chiefs/Section and Unit Heads with currently employed COS are hereby requested to prepare and submit to the Personnel Section a comprehensive review of existing employee functions using the attached template on or before **May 31, 2026**.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director 

AD-PS-EDR





**COMPREHENSIVE REVIEW OF CONTRACT OF SERVICE EMPLOYEES
CY 2026**

No.	Place of Assignment	Name	Position Title (Parenthetical Title, if applicable)	Eligibility	Daily/Monthly Rate	Contract Period	Specific Duties and Functions	Plantilla Item with Similar Functions	Parameters for Offices with limited plantilla positions and experiencing workload redundancy due to voluminous transactions)	Justification for Hiring COB

Prepared by

Chief, Functional Division