



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM


No. 031, s. 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT: RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR THE SIXTY-NINE (69) SCHOOLS

DATE: January 14, 2025

1. In Reference to DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and to ensure no disruption of day-to-day school operations, the Department shall continue to **download additional Maintenance and Other Operating Expenses (MOOE) for the renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS).**
2. This office informs all School Heads of the Sixty-nine (69) identified schools with Contract of Service (CoS) to adhere to the following guidelines and procedures stated in the **DM-OHURD-2025-0083 "Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service for the Provided Eligible Schools"**.
3. For information, guidance, and compliance of those concerned.


MARGARITO A. CADAYONA, JR., PHD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

