



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

January 22, 2026

DIVISION MEMORANDUM
No. 042, s. 2026

GUIDELINES ON THE HIRING AND RENEWAL OF CONTRACT OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF IN ELIGIBLE SCHOOLS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Unit and Section Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elem. and Sec. School Heads
All Others Concerned
This Division

1. Attached is a Memorandum DM-OUHROD-2026-0095 from Undersecretary Wilfredo E. Cabral, of Human Resource and Organizational Development and Infrastructure with the subject: Guidelines on the renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS) for FY 2026.

2. The **74 eligible schools** (see attached list) are reminded of the following:

a. For Renewal of Service Agreement

a.1 The School Head shall conduct performance appraisal of the incumbent CoS personnel and recommend only those who are performing well based on their Terms of Reference (ToR), reflected in the IPCRF or Performance Appraisal Form.

a.2 If the performance merits renewal of service, the School head shall submit accomplished Performance Appraisal, Authority to Renew, Contract of Service Agreement, Terms of Reference and Personal Data Sheet to the Division Office Records Section **on or before January 28, 2026**.

a.3 After evaluation at the Personnel Section, the SDS shall sign the service agreement and the same must be notarized by the CoS Personnel.

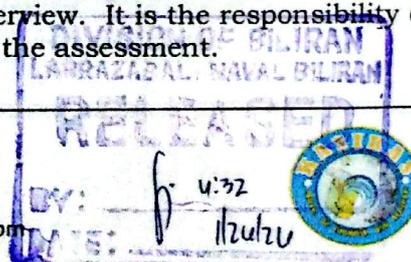
b. For New Hires

b.1 The SDO-HRMO shall post the job vacancy for Administrative Support Staff for at most 10 calendar days.

b.2 The School Head, in coordination and consultation with the SDO HRMO, shall conduct the assessment process for qualified applicants such as review of the curriculum vitae, and interview. ~~It is the responsibility of the School Head to evaluate the results of the assessment.~~



Larrazabal, Naval, Biliran (6560)
(053-500-4050 / 053-500-4054 / 053-500-4060
depedbiliran@gmail.com / sds_bilirandivision@yahoo.com



b.3 Once the qualified applicant is determined, the School Head shall prepare and submit to the Division Office the following documents:

1. Authority to Hire
2. Accomplished Terms of Reference (ToR)
3. Signed Service Agreement
4. Updated and Notarized Personal Data Sheet (CSC Form 212)
5. Curriculum Vitae
6. Transcript of Records
7. Certificate of Training (if applicable)
8. Birth Certificate issued by PSA
9. BIR Tax Identification No. (TIN)

b.4 The SDO – Administrative Unit (Personnel Section) shall thoroughly review the accuracy and completeness of the documents and, shall submit to the SDS for approval. Once approved, the CoS personnel shall be responsible for the notarization of the service agreement.

3. The CoS for Renewal or for new hire should not be related within the third degree of consanguinity or affinity to the appointing authority, recommending official, or to the School Head exercising immediate supervision to them.

4. The Service Agreement shall be for **six (6) months** starting from January (actual date of approval) to June 30, 2026. All CoS for renewal and new hire shall attend an Orientation on **January 28, 2026 at 1:00 PM** at the Division Office Teacher's arena.

5. The salary of the CoS Personnel shall be **P20,000.00 per month, with 10% premium** to be paid after the end of the contract subject to the accounting and auditing rules and regulations.

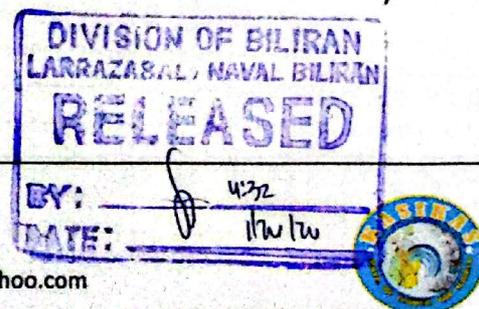
6. For the salary claim, the CoS Personnel shall submit the required documents such as Daily Time Record, Accomplishment Report and copy of the notarized service agreement thru the school Administrative Officer II to the Division Office **every 5th day of the following month**. The processing of the payment of the salary shall be done at the Division Office through payrolls (List of Due and Demandable Accounts Payable). Each CoS Personnel is advised to provide a payroll LBP account for easy downloading of salary.

7. For the templates, refer to https://bit.ly/QuickGuide_HIRINGPROCESS.

8. Immediate and wide dissemination of this Memorandum are desired.


ROBERTO N. MANGALIMAN, CESO VI
Schools Division Superintendent

Reference: DM-OUHROD-2026-0095
Attachment: List of Eligible Schools



Larrazabal, Naval, Biliran (6560)
(053-500-4050 / 053-500-4054 / 053-500-4060
depedbiliran@gmail.com / sds_bilirandivision@yahoo.com

Region	Division	School ID	School Name	
48 Region VIII	Biliran	120855	Viga	ES
49 Region VIII	Biliran	120858	Cornelio P. Limpiado	ES
50 Region VIII	Biliran	120859	Larrazabal	ES
51 Region VIII	Biliran	120867	Cabungaan	ES
52 Region VIII	Biliran	120869	Capinahan	ES
53 Region VIII	Biliran	120872	Eden	ES
54 Region VIII	Biliran	120873	Haguikhican	ES
55 Region VIII	Biliran	120875	Libtong Daku	ES
56 Region VIII	Biliran	120876	Libtong Gamay	ES
57 Region VIII	Biliran	120882	Villacaneja	ES
58 Region VIII	Biliran	120874	Imelda	ES
59 Region VIII	Biliran	303319	Almeria NHS	
60 Region VIII	Biliran	303332	Tabunan NHS	
61 Region VIII	Biliran	313201	WEBHSAC	
62 Region VIII	Biliran	313202	Biliran Science HS	
63 Region VIII	Biliran	303323	Cabucgayon NHS	
64 Region VIII	Biliran	313203	ICTHSEB	
65 Region VIII	Biliran	303321	Bool NHS	
66 Region VIII	Biliran	303324	Culaba NVS	
67 Region VIII	Biliran	303326	Kawayan NHS	
68 Region VIII	Biliran	303333	Tucdao NHS	
69 Region VIII	Biliran	303329	Maripipi NVS	
70 Region VIII	Biliran	303334	Viga NHS	
71 Region VIII	Biliran	303325	Fidel M. Limpiado Sr. NHS	
72 Region VIII	Biliran	303327	Lucsoon NHS	
73 Region VIII	Biliran	303331	Naval School of Fisheries	
74 Region VIII	Biliran	313204	Naval Night HS	

DIVISION OF BILIRAN
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