



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

June 22, 2026

DIVISION MEMORANDUM
No. 243, s. 2026

REQUIREMENTS AND PROCEDURE FOR THE RENEWAL OF CONTRACT OF SERVICE AND JOB ORDER PERSONNEL

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. In compliance with COA-DBM Joint Circular No. 02 s. 2020 and as amended by CSC-COA-DBM JC No. 1 s. 2025 entitled Revised Rules and Regulations on the Engagement of the Contract of Service and Job Order Workers in the Government, this Office hereby prescribes the requirements and procedure for the renewal of Contract of Service (CoS) and Job Order (JO) Personnel.

2. For the **Renewal of Contract of Service (COS) in the 74 eligible schools:**

2.1 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.

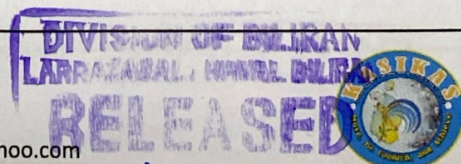
2.2 If the performance merits renewal of service, the School head shall submit accomplished Performance Appraisal, Authority to Renew, Contract of Service Agreement, Terms of Reference and Personal Data Sheet to the Division Office Records Section **on or before June 29, 2026.**

2.3 After evaluation at the Division Office Personnel Section, the SDS shall sign the service agreement and the CoS Personnel is advised to have the Contract of Service notarized and submit to this Office.

2.4 In case of replacement of the CoS Personnel due to resignation, or unsatisfactory performance, the School Head shall conduct the assessment process for qualified applicants such as review of the curriculum vitae, and interview.



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



DATE: 6/23/26

SCHOOLS DIVISION OF BILIRAN

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

- a. Authority to Hire
- b. Accomplished Terms of Reference (ToR)
- c. Signed Service Agreement
- d. Updated and Notarized Personal Data Sheet (CSC Form 212)
- e. Curriculum Vitae
- f. Transcript of Records
- g. Certificate of Training (if applicable)
- h. Birth Certificate issued by PSA
- i. BIR Tax Identification No. (TIN)

2.6 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. For the **Renewal of Job Order Personnel in schools and Division Office:**

5.1 The concerned School Heads or Division Chief Education Supervisors/Unit Heads shall conduct performance appraisal to Job Order Personnel assigned in the school or office and recommend for the renewal of contract based on their performance rating.

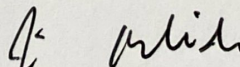
5.2 The School Head/Administrative Officer V shall submit a Job Order Contract using the attached template together with the Personal Data Sheet and Performance Rating to the **Division Office Records Section on or before June 29, 2026.**

4. To reiterate, it is emphasized in item 12.0 Transitory Provision of CSC-COA-DBM Joint Circular No. 1, s. 2025 dated December 15, 2025 that, **“agencies shall no longer be allowed to increase the number of their CoS and JO Workers beyond the current number.”**

5. The CoS and Job Order Personnel 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.

6. The Contract of Service / Job Order Contract shall be up to **December 31, 2026 only.**

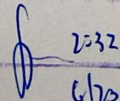

7. Immediate and wide dissemination of this Memorandum are desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
 Schools Division Superintendent

Reference: COA-DBM JC No. 02, s. 2020
 CSC-COA-DBM JC No. 1, s. 2025
 Attachment: Job Order Contract



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

SCHOOLS DIVISION OF BILIRAN
LARRAZABAL, NAVAL, BILIRAN
RELEASED
 BY:  2032
 DATE:  6/20/26



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN
{Name of School}

JOB ORDER CONTRACT

This Job Order Contract is made and entered into this ___ day of _____
20___ by and between:

The **Department of Education (DepEd), Schools Division of Biliran**,
represented herein by **Roberto N. Mangaliman**, Schools Division
Superintendent, with office address at Brgy. Larrazabal, Naval, Biliran,
hereinafter referred to as the **DEPED**;

-and-

_____, of legal age, Filipino, and residing at _____
_____, hereinafter referred to as the **JOB ORDER WORKER**.

WHEREAS:

The DEPED requires the services of the JOB ORDER WORKER to perform
specific support services necessary for the efficient delivery of educational
and administrative operations;

The JOB ORDER WORKER possesses the qualifications and competence
necessary to perform the assigned tasks.

NOW, THEREFORE, the parties agree as follows:

1. SCOPE OF WORK

The JOB ORDER WORKER shall perform the following duties and
responsibilities: *(Sample only)*

- Provide administrative and clerical support services;
- Prepare, organize, and maintain records and documents;
- Assist in data gathering, encoding, filing, and report preparation;
- Assist in office operations and other support services as may be assigned;
- Perform other related tasks necessary to achieve office objectives.

2. PERIOD OF ENGAGEMENT

This Contract shall be effective from _____ to _____, unless sooner terminated in accordance with this Contract.

3. COMPENSATION

The JOB ORDER WORKER shall receive compensation in the amount of **Php** _____ **per month/day**, subject to applicable withholding taxes and government accounting and auditing rules and regulations. Payment shall be based on actual services rendered and certified accomplishment of assigned work.

4. NON-EMPLOYER-EMPLOYEE RELATIONSHIP

The parties expressly agree and acknowledge that:

- a. This engagement is on a **Job Order basis** only.
- b. No employer-employee relationship exists between the DEPED and the JOB ORDER WORKER.
- c. The JOB ORDER WORKER is not a government employee and is not covered by Civil Service laws, rules, and regulations governing government personnel.
- d. The JOB ORDER WORKER shall not acquire security of tenure by virtue of this Contract.
- e. Services rendered under this Contract shall not be considered government service for purposes of leave credits, retirement, promotion, or other personnel benefits.
- f. The JOB ORDER WORKER shall not be entitled to benefits enjoyed by regular, casual, contractual, or temporary government personnel, except those specifically authorized by law or applicable government issuances.

5. DUTIES AND RESPONSIBILITIES OF THE JOB ORDER WORKER

The JOB ORDER WORKER shall:

1. Perform assigned tasks efficiently and diligently;
2. Observe office policies, rules, and regulations;
3. Maintain confidentiality of official records and information;
4. Safeguard government property entrusted to him/her;
5. Submit reports and outputs as required by the immediate supervisor.

6. CONFIDENTIALITY

The JOB ORDER WORKER shall not disclose any confidential information, records, data, or documents obtained during the performance of services without prior written authority from DEPED.

7. TERMINATION

This Contract may be terminated by DEPED for any of the following reasons:

- Unsatisfactory performance;
- Violation of office rules and regulations;
- Misconduct, dishonesty, or breach of confidentiality;
- Non-completion of assigned work;
- When the services are no longer required.

Either party may terminate this Contract upon fifteen (15) days written notice.

8. ENTIRE AGREEMENT

This Contract constitutes the entire agreement between the parties and supersedes all previous understandings relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this ___ day of _____ 20__ at _____.

DEPARTMENT OF EDUCATION

ROBERTO N. MANGALIMAN
Schools Division Superintendent

JOB ORDER WORKER

[Name of Job Order Worker]

WITNESSES:

CERTIFICATION OF AVAILABILITY OF FUNDS

Funds necessary to cover the compensation under this Contract are available and have been duly obligated.

GRACE D. VELOSO, CPA
OIC-Division Accountant