

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Office of the Regional Director

03 March 2024

Regional Memorandum
No. 167 s. 2025

**SUB-ALLOTMENT RELEASE ORDER FOR THE RENEWAL
AND HIRING OF SCHOOL-BASED ADMINISTRATIVE
SUPPORT STAFF FOR FY 2025**

TO: Schools Division Superintendents
Public School Heads/Principals
All Others Concerned

1. Attached is Memorandum No. DM-OUHROD-2025-0481 dated February 24, 2025 relative to the sub-allotment release order (SARO) intended for the renewal and hiring of school-based administrative staff under contract of service (COS) which has been downloaded to the regional office and which in turn will be downloaded to each schools division following the breakdown provided.
2. Attention is invited to paragraph 2 of the attached memorandum, specifically the second sentence, to wit:

“...the additional Maintenance and Other Operating Expenses (MOOE) is **solely for the payment of salaries of the school-based Administrative Support Staff under CoS.**”

3. For your guidance and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

08/ROA1



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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-OUHROD-2025- 0481

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL HEADS
 ALL OTHERS CONCERNED

FROM : 
 WILFREDO E. CABRAL
 Undersecretary for Human Resource and
 Organizational Development

SUBJECT : REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE
 ORDER FOR THE RENEWAL AND HIRING OF SCHOOL-BASED
 ADMINISTRATIVE SUPPORT STAFF FOR FY 2025

DATE : 24 February 2025

Pursuant to **DM-OUHROD-2025-0083** with the subject "*Guidelines on the Renewal and Hiring of School-based Administrative Staff under Contract of Service for the Provided Eligible Schools,*" the Department of Education hereby informs the Regional Offices (ROs) and the Schools Division Offices (SDOs) that the **Sub-Allotment Release Orders (SUB-AROs)** for the Renewal and Hiring of School-based Administrative Staff under Contract of Service (CoS) **have been downloaded to the Regional Offices.**

For guidance on the further downloading of funds to the SDOs, kindly see attached regional breakdown for ready reference. Furthermore, this Office would like to reiterate that the additional Maintenance and Other Operating Expenses (MOOE) is **solely for the payment of salaries of the school-based Administrative Support Staff under CoS.**

Should there be further questions, please contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through landline (02) 8633-5397 or email bhrod_sed@deped.gov.ph.

Copy furnished:
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FY 2025 School-based Administrative Support Staff

Regional Breakdown - Region IV-A

Region	SDO	No. of Schools	No. of Days	No. of Months	Regional Minimum Wage *	Monthly Salary	Premium Rate	Premium Amount	Total MOOE Requirement
Region IV-A									85,155,840.00
Region IV-A	Batangas	4	22	12	560	12320	0.125	1540	665,280.00
Region IV-A	Batangas City	26	22	12	560	12320	0.125	1540	4,656,960.00
Region IV-A	Calamba City	3	22	12	560	12320	0.125	1540	498,960.00
Region IV-A	Cavite	83	22	12	560	12320	0.125	1540	13,804,560.00
Region IV-A	Dasmariñas City	8	22	12	560	12320	0.125	1540	1,330,560.00
Region IV-A	General Trias City	8	22	12	560	12320	0.125	1540	1,330,560.00
Region IV-A	Laguna	33	22	12	560	12320	0.125	1540	5,488,560.00
Region IV-A	Lucena City	4	22	12	560	12320	0.125	1540	665,280.00
Region IV-A	Quezon	279	22	12	560	12320	0.125	1540	46,403,280.00
Region IV-A	Rizal	48	22	12	560	12320	0.125	1540	7,983,360.00
Region IV-A	San Pablo City	14	22	12	560	12320	0.125	1540	2,328,480.00