

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

Office of the Regional Director

August 27, 2025

Regional Memorandum



No.644 s.2025

**DISSEMINATION OF SUPPLEMENTAL GUIDELINES ON
MEMORANDUM NO. OULLA-2025-980 DATED 22 MAY
2025 TITLED "IMPLEMENTING GUIDELINES ON
THE HIRING OF 420 CONTRACT OF SERVICE
PERSONNEL IN THE SITES TITLING
OFFICE OF THE CENTRAL OFFICE
AND FIELD OFFICES"**

To **All Schools Division Superintendents**

1. Attached is the Supplemental Guidelines on Memorandum No. OULLA-2025-980 dated 22 May 2025 titled **"Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office of the Central Office and Field Offices"** for dissemination to all Schools Division Offices.
2. Attention is invited to the General Guidelines of the said memorandum to ensure full compliance of all concerned personnel and Technical Assistants.
3. For widest dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

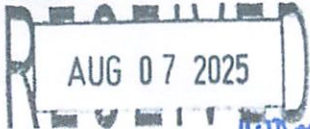
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By: _____ Time: 4:10 pm
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From: SDO

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

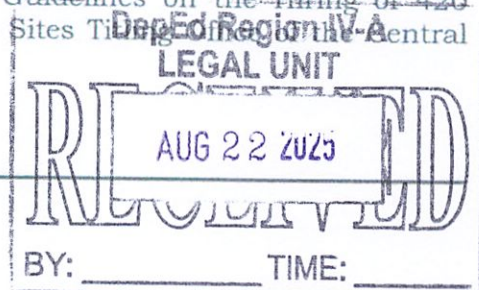
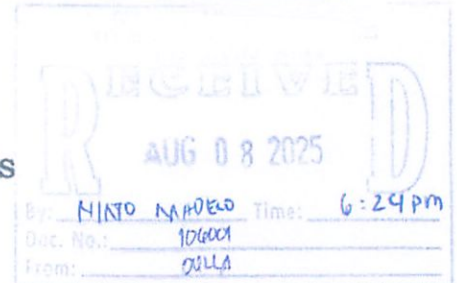
OULLA-2025- 1588

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. FILEMON RAY L. JAVIER
Undersecretary

SUBJECT : Supplemental Guidelines on Memorandum No. OULLA-2025-980 dated 22 May 2025 titled "Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office and Field Offices"

DATE : AUG 08 2025



BACKGROUND:

- Memorandum OULLA-2025-980 provides that **Four Hundred Forty-Six Million Two Hundred Forty-Four Thousand Two Hundred Pesos (Php 446,244,200.00)** from the General Management and Supervision Continuing Funds of Fiscal Year 2024 shall be allocated for the payment of the salaries, premium, travel expenses, and other operational expenses of the Sites Titling Office's (STO) newly hired Contract of Service personnel for Fiscal Year (FY) 2025 (CoS Funds).
- Annex A of Memorandum OULLA-2025-980 further provides that **Four Hundred Eight Million Eight Hundred Three Thousand Six Hundred Pesos (Php 408,803,600.00)** of the CoS Funds shall be allocated to be downloaded to the Schools Division Offices (Downloaded Funds).
 - As outlined in Annex A of Memorandum OULLA-2025-980, these Provincial Funds are thereafter allocated to the Schools Division Offices (SDOs) of the Department of Education (DepEd).

These supplemental guidelines are hereby issued to clarify and include additional provisions to Memorandum OULLA-2025-980 in relation to the utilization and reporting of the SDO Fund.

GENERAL GUIDELINES:

First, the downloaded funds shall be utilized **within FY 2025**, in accordance with existing government budgeting, accounting and auditing rules and regulations.

Second, all other provisions from the previously released implementing guidelines shall remain in effect unless otherwise amended or rescinded.

Third, if a portion of the downloaded funds to the SDOs remains unobligated or unutilized, even after the activities outlined in the approved Work and Financial Plan are fully implemented, the same shall be considered as balance. The balance shall be allowed to be used for other purposes, as outlined under these guidelines.

Fourth, since the downloaded funds are valid for obligation until 31 December 2025, the use of unobligated funds are left to the discretion and approval of the Schools Division Office; provided, that such utilization is consistent with the allowable expenses and activities outlined under page 2, item a of the supplemental guidelines. Requiring Central Office approval for the use of said unutilized funds may not be feasible and may delay their timely utilization and potentially result in the lapsing of the allotment.

UNOBLIGATED FUNDS FROM THE DOWNLOADED FUNDS

- a. All SDO Fund Balance from the SDO Funds may be used for the following purposes by the SDO it was originally allocated to under Annex A of Memorandum OULLA-2025-980:
 - o Survey, titling, and registration of patents of schools under that SDO's jurisdiction (SDO School Sites);
 - o Purchase of additional laptops of that's SDO's personnel costing below Php50,000.00 capitalization threshold under Commission on Audit Circular No. 2022-004;
 - o Travel and other allowable expenses of the Legal Officers of that SDO, *provided* such travel is needed to address concerns on the operations of that SDO's School Sites;
 - o Purchase of additional supplies and materials necessary for the monitoring and assessment of the SDO's School Sites; and
 - o Other analogous expenses.
- b. To process the use of unobligated funds, the pertinent Legal Officer of the relevant SDO/s shall draft, process, and submit the following documentary requirements for approval of the pertinent Schools Division Superintendent:
 - o Certification from the relevant SDO's Budget Officer on the amount of the SDO's Fund Balance;
 - o Letter addressed to the STO Director requesting the utilization of SDO Fund Balance. This shall contain:
 - i. A statement that there exists SDO Fund Balance despite the full financial implementation of the activities outlined in the SDO's approved Work and Financial Plan;
 - ii. Project Proposal detailing how the SDO Fund Balance are proposed to be utilized; and
 - iii. Budget requirements of the Project Proposal.

- a. After approval by the Schools Division Superintendent, the same shall be forwarded for approval of the Office of the Supervising Director of STO, Undersecretary for Legal and Legislative Affairs and Undersecretary for Finance

For strict compliance.

Doc. No. 106001



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2025- 1588

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