



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



14 January 2026

Regional Memorandum
No.28 s.2026

**CY 2026 RENEWAL OF SERVICE AGREEMENT
OF DEPED ENGINEERS AND ARCHITECTS
UNDER CONTRACT OF SERVICE**

To: **Schools Division Superintendents**

1. In reference to the DepEd Memorandum OM-OUHROD-2025-3516 dated December 19, 2025¹, this Office, through the Education Support Services Division, announces the renewal of service agreement of DepEd Project Engineers and Architects under Contract of Service (DPEs-CoS) from January 1, 2026 to December 31, 2026.
2. The deployed DPEs-CoS shall be able to cope with the duties and responsibilities as stated in Enclosure 1. This shall also be reflected in the 2026 targets for the Individual Performance Commitment and Review Form.
3. Relative to this, a virtual coordination meeting will be conducted on January 15, 2026, at 1:30 p.m. through Microsoft Teams, for the discussion of areas of assignment (Region and Division) of the DPEs-CoS as listed in Enclosure 2. Attached is the Inter Office Memorandum No. 2, s. 2026² of the DepEd Central Office – Education Facilities Division dated January 5, 2026, for reference.
4. The signing of the service agreement will be on January 19, 2025, at 2:00 p.m. at the Conference Room of the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, Rizal. All DPEs-CoS shall report to the Regional Office for said activity.
5. The concerned DPEs-CoS shall monitor their assigned Schools Division Offices (SDOs) as indicated on the target schedule and report to the Regional Office as needed. This Memorandum will serve as the Authority to Travel (TA) to report to the Regional Office.
6. The identified SDOs for the official workstations of the deployed DPEs-CoS shall provide working spaces at the Schools Governance Office Division (SGOD) with the provision of tables, chairs, and desktop/ laptop, if possible, for the effective and efficient performance of their duties and responsibilities.

¹ Renewal of Service Agreement of DepEd Central Office Contract of Service (CoS) and Job Order (JO) Personnel

² Renewal of Service Agreement for the period of January 1, 2026 to December 31, 2026



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS

7. Service vehicles shall be provided by the SDOs in the conduct of monitoring, validation, site appraisals, inspection, and other tasks related to the management of Education Facilities. In case of unavailability of a service vehicle, travelling expenses shall be charged against the concerned SDO's local funds subject to usual accounting and auditing rules and regulations.
8. A separate issuance will be issued relative to the evaluation of the accomplishment of Engineers and Architects under the Contract of Service and submission of documents for the processing of salary.
9. For more information or queries, please contact Chief Eduarda M. Zapanta or Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 - 2114 local 430.
10. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


03/ROE5

Enclosure No. 1 to Regional Memorandum No. ____s. 2026

DUTIES AND RESPONSIBILITIES FOR CIVIL ENGINEER/ARCHITECT

- a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC) and Inclusive Learning Resource Centers (ILRCs) of the Divisions and Schools Division Offices to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools;
- b. Prepare/review/evaluate technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects;
- c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, School Furniture and Last Miles Schools being implemented by the Region/Division Offices;
- d. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns;
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings with recommendations;
- f. Provide technical assistance to the recipient schools to ensure proper project implementation;
- g. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conduct site appraisal jointly with DPWH District Engineering Office for the proposed schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other cost related to the proposed project;
- j. Regularly coordinates with DPWH-DEO on their compliance with Memorandum of Agreement between DepEd and DPWH;
- k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Conduct random inspection of delivered school furniture under the School Furniture Program;
- m. Prepare, consolidate and submit Project Status Report every 25th of each month for every task assigned to EFD;
- n. Annually submit to EFD the Updated Construction Materials Price Data (CMPD) every last day of January;
- o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects;
- p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- q. May be assigned to supervise a region and/or divisions as needed;

- r. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Project Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer; and
- s. Perform related tasks that may be assigned by the immediate supervisor or head of office.

DUTIES AND RESPONSIBILITIES FOR ELECTRICAL ENGINEER

- a. Conduct site appraisal for schools to be included in the electrification program, covering the provision and upgrading of electrical connections of schools;
- b. Prepare/review/evaluate technical working drawings, cost estimates, schedules, and other documents needed in planning the electrification projects;
- c. Provide technical assistance to the Region/Division Bids and Awards Committee on project activities such as procurement, contracting, awarding of electrification projects being implemented by the Regional/Division Offices;
- d. Monitor and evaluate the implementation of the electrification program of the Region/Division and assists in the resolution of issues and concerns;
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, and as-built plans relative to electrification projects and submit report on findings with recommendations;
- f. Provide technical assistance to recipient schools to ensure proper implementation of electrification projects;
- g. Conduct regular on-site inspections of ongoing electrification projects and submits reports of findings, recommendations, and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of electrification projects in his/her designated area of assignment;
- i. Conduct site appraisal in coordination with Local Electric Cooperative (LEC) for the proposed schools to be included in the electrification program of the Region/Division, recommends appropriate electrification system for schools and establishes other costs related to the proposed project;
- j. Regularly coordinates with NEA-LEC;
- k. Prepare, consolidate, and submit Project Status Report every 25th of each month for every task assigned to EFD;
- l. Assists other offices in the conduct of inspections and preparation of reports related to electrification projects;
- m. May be assigned to supervise a Region and/or two Divisions as needed;
- n. Annual Submission to EFD of Updated Construction Materials Price Data (CMPD-Electrical) every last day of January;
- o. Submission to EFD of Reports (Quarterly) related to issues and concerns on the implementation of electrical projects;
- p. May be designated as Regional/Lead Electrical Engineer who supervises the works of the DepEd Electrical Engineer;
- q. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- r. Provide recommendations and/or possible actions/solutions that may arise during Quarterly submission of reports relative to Electrical projects; and
- s. Perform related tasks that may be assigned by the immediate supervisor or Head of Office.

Enclosure No. 2 to Regional Memorandum No. ____s. 2026

Official Station and Area of Assignment of Technical Assistant IV (Architects and Civil Engineers)			
Names		Area of Assignment: Region IV-A	
		Station Office	Assigned Offices
1	Ar. Anjo H. Raqueño	Regional Office	Regional Office
2	Ar. Henrich F. Gabi	Batangas Province	Batangas Province Calaca City
3	Ar. Debbie D. Ocampo	Cavite Province	Cavite Province Carmona City
4	Engr. Edilberto A. Damiles Jr.	Regional Office	Regional Office Rizal Province
5	Engr. Kristine Joy C. Tablizo	Bacoor City	Bacoor City Imus City
6	Engr. Jesriel Anne A. Macaraig	Batangas Province	Batangas Province
7	Engr. Sherly S. Tribiana	Calamba City	Calamba City Biñan City Cabuyao City
8	Engr. Michael Angelo T. Tayo	Cavite City	Cavite City
9	Engr. Catherine Jones G. Cantalejo	Laguna Province	Laguna Province
10	Engr. Wilfredo P. Subaan	Lipa City	Lipa City
11	Engr. John Daniel P. Ong	Lucena City	Lucena City
12	Engr. Gian Carlo O. Pardilla	Quezon Province	Quezon Province
13	Engr. Robin B. Reynoso	Quezon Province	Quezon Province
14	Engr. John Dionelle R. Listana	Rizal Province	Rizal Province
15	Engr. Jaypee A. Escobar	Tayabas City	Tayabas City

Official Station and Area of Assignment of Technical Assistant IV (Electrical Engineers)				
Name		Area of Assignment: Region IV-A		Target Schedule of Monitoring/ Validation*
		Station Office	Assigned Offices	
1	Engr. Deo V. Fernandez	Cavite Province	Cavite Province	1 st and 4 th week of the month
			Carmona City	
			General Trias City	2 nd week of the month
			Imus City	
			Bacoor City	3 rd week of the month
			Cavite City	
Regional Office and Quezon Province	On-call			
2	Engr. Yomer S. Bermejo	Laguna Province	Laguna Province	1 st week of the month
			Sta. Rosa City	2 nd week of the month
			Calamba City	3 rd week of the month

Official Station and Area of Assignment of Technical Assistant IV (Electrical Engineers)				
Name	Area of Assignment: Region IV-A		Target Schedule of Monitoring/ Validation*	
	Station Office	Assigned Offices		
		Binan City	4 th week of the month	
		Regional Office	On-call	
3	Engr. Romeo B. Aguilera, Jr.	Lipa City	Batangas Province	1 st week of the month
			Lipa City	2 nd and 4 th week of the month
			Batangas City	3 rd week of the month
			Regional Office – NEAP Malvar	On-call
4	Engr. James Mattwill E. Abalos	Regional Office and Rizal Province	Antipolo City	1 st week of the month
			Rizal Province	2 nd week of the month
			Cabuyao City	3 rd week of the month
			San Pedro City	
			San Pablo City	4 th week of the month
5	Engr. Sharmaine G. Cortas	Quezon Province	Quezon Province	1 st – 4 th week of the month
6	Engr. Mara Dhel C. Villegas	Tanauan City	Tanauan City	1 st and 4 th week of the month
			Sto. Tomas City	2 nd and 3 rd week of the month
			Regional Office – NEAP Malvar	On-call
7	Engr. Joshua A. Teope	Tayabas City	Tayabas City	1 st and 4 th week of the month
			Lucena City	2 nd and 3 rd week of the month
			Quezon Province	On-call

**The target schedule may vary based on the actual needs of the concerned SDOs.*

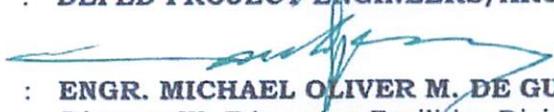


Republic of the Philippines
Department of Education
 EDUCATION FACILITIES DIVISION

INTRA-OFFICE MEMORANDUM

No. 2 series of 2026

TO : **DEPED PROJECT ENGINEERS/ARCHITECTS**

FROM : 
ENGR. MICHAEL OLIVER M. DE GUZMAN
 Director III, Education Facilities Division

SUBJECT : **Renewal of Service Agreement for the period of January 1, 2026 to December 31, 2026**

DATE : **January 5, 2026**

1. This is in reference to the approved Memorandum (OM-OUHROD-2025-3516), entitled "**Renewal of Service Agreement of DepEd Central Office Contract of Service (CoS) and Job Order (JO) Personnel**", please be informed that you are now to sign the Service Agreement for January 1, 2026 to December 31, 2026.
2. Attached are the (1) **List of DPEs with Work Category, Monthly Salary, Premium and Duration** and (2) **Sample Service Agreement for Technical Assistant IV and Technical Assistant III (Engineer/Architect and Electrical Engineer)** with the **Terms of Reference (TOR)**, as Annex A, **for your reference**.
3. In preparing contract (service agreement), use the sample contract with your respective salary/position/duration and accomplish the following:
 - a. Change the name, TIN and address.
 - b. Place ENGR. or AR. before the name.
 - c. Indicate name of Regional Director and his/her respective Region.
 - d. Indicate your Government Issued ID No. and Date/Place Issued.
 - e. Print in 2 copies (long size bond paper) of the prepared contract with TOR.
 - f. In the printed contract, affix your signature and with signature of the Regional Director.
 - g. Send P150.00 as payment for notarial fee in the approved contract. Can send payment through GCASH No. 0921-960-555.
4. It is also required to submit the updated **Personal Data Sheet (PDS), Curriculum Vitae (CV) and approved Individual Performance Commitment and Review Form (IPCRF)** for the period of January to



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December 2025. These will be printed in one (1) copy each in a long size bond paper.

5. Send **signed Service Agreement with TOR, filled-up PDS, CV and IPRCF with rating/signature** through LBC or any Mail and Shipping Services to Ms. Edna P. Bolima at DepEd CO-Education Facilities Division, 5th Floor Mabini Bldg., Meralco Avenue, Pasig City. Deadline of submission is on or before **January 19, 2026.**
6. In addition, it was also reminded a copy of the following BIR requirements to be submitted in your respective DepEd Regional Office, as needed in the process of your salary, in compliance with BIR Revenue Memorandum Circular No. 51-2018:
 - BIR Form No. 1901 (Application for Registration for Self-Employed) duly signed and stamped by the BIR of BIR Form 2303 (Certificate of Registration);
 - Original copy of the accomplished Income Payee's Sworn Declaration of Gross Receipts/Sales (notarized with BIR documentary stamp).
7. For your information, guidance and strict compliance.



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

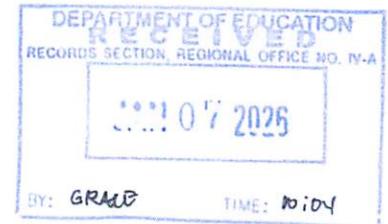
OM-OUHROD-2025-3516

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

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

SUBJECT : RENEWAL OF SERVICE AGREEMENT OF DEPED
CENTRAL OFFICE CONTRACT OF SERVICE (CoS) AND
JOB ORDER (JO) PERSONNEL

DATE : 19 December 2025



Pursuant to Joint Circular (JC) No. 01 series of 2025 on the *Revised Rules and Regulations on the Engagement of the Contract of Service and Job Order Workers in the Government* and in alignment with the OO-OSEC-2023-023 or the *Updated Implementing Guidelines on Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office*, as amended through OO-OSEC-2024-306, the Department of Education (DepEd) acknowledges the critical role of Contract of Service (CoS) and Job Order (JO) personnel in fulfilling the agency's regular functions and supplementing the current staffing. With this, the **renewal** of CoS personnel for FY 2026 may be submitted for processing starting 19 December 2025. The **duration of the service agreements shall be effective for one (1) year or twelve (12) months (01 January 2026 to 31 December 2026)**, if the CoS personnel had rendered **at least three (3) months of continuous service**. Otherwise, the service agreements shall be effective only for **six (6) months (01 January 2026 to 30 June 2026)**.

Further, the same JC also provides the following Transitory Provisions in lieu of the implementation of the revised rules and regulations:

"12.1. To effectively manage their COS and JO workers, agencies shall no longer be allowed to increase the number of their COS and JO workers beyond the current number.

To establish the baseline data for this purpose, all government agencies covered by this JC shall prepare an inventory of their respective COS and JO workers whose contracts remain valid until 31 December 2025."

To determine the baseline number of COS and JO workers in the Central Office with valid contracts effective until 31 December 2025 which shall be used to report the inventory to the Commission on Audit (COA), copy furnishing the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), the Bureau of Human Resource and Organizational Development (BHROD) shall generate the inventory of CoS and JO personnel with approved Service Agreement as of **31 December 2025**.

As such, **all requests for Authority to Hire of additional CoS positions, which shall contain the name/s of the prospective CoS personnel, shall only be accepted** by the BHROD-Personnel Division (PD) or Organizational Effectiveness Division (OED) **on or before 26 December 2025**. CoS positions may be included in the inventory or baseline number, upon evaluation and approval based on existing guidelines; provided that the contract engagement of the subject CoS personnel are finalized on or before the end of the year.

To avoid any delays or complications in the renewal and change of work category processes for CoS and JOs, all involved parties, particularly the requesting offices, are advised to adhere to the following **key provisions** of the above-cited Office Orders:

1. **Renewal** refers to the process of entering a new contract with the same worker under the same DepEd Office-unit for the same or very similar services/conditions upon expiration of the current contract. The concerned CoS worker should have at least a **Very Satisfactory** rating in the performance of his/her work deliverables, as reflected in the Individual Performance Commitment and Review Form (IPCRF).
 - For CoS personnel who rendered continuous service **for less than three (3) months**, a general certification indicating the rating and **signed by the Head of Office** is sufficient as an attachment for renewal. Otherwise, a specialized Individual Performance Commitment and Review Form (IPCRF) shall be submitted **for those who rendered more than three (3) months of continuous service**.
2. The **Change of Work Category** and **Transfer of CoS** personnel from one office to another within the DepEd Central Office upon renewal of existing contract are **highly discouraged** as these are considered as **New Hire** pursuant to Office Order OO-OSEC-2023-023.
3. However, COS personnel are allowed to be renewed and shall not be considered as new hire, if the funding for the COS personnel is **within the same strand**, subject to realignment of funds to the receiving offices.

4. Renewal processes and documentary requirements indicated in **OO-OSEC-2023-023** and **OM-OUHROD-2025-1676** shall be followed to avoid any delays in the processing of renewal.
5. For **JOs under the Baguio Teachers' Camp (BTC)** who will render their service not exceeding thirty (30) days, the renewal shall be **signed by the Camp Superintendent** only.
6. All CoS personnel are also reminded to submit a copy of the following **Bureau of Internal Review (BIR) requirements on or before 23 January 2026** to the BHROD-PD – Compensation and Benefits Units (CBU), in compliance with BIR Revenue Memorandum Circular No. 51-2018:
 - **Transmittal Letter signed by the Head of Office** addressed to BHROD-PD on the submission of the BIR requirements containing the **full name of all CoS Personnel with their respective information:**
 - Work Category
 - Office Assignment
 - Contracting Period (e.g. 01 January 2026 to 31 December 2026)
 - Request Category (i.e. Renewal, Change of Work Category, Authority to Hire)
 - **BIR Form No. 1901** (Application for Registration for Self-Employed) duly signed and stamped by the BIR or **BIR Form 2303 (Certificate of Registration)**; and
 - Original copy of the accomplished **Income Payee's Sworn Declaration of Gross Receipts/Sales** (notarized with BIR documentary stamp).
7. The **new salary rates** shall be reflected on the applicable documentary requirements based on OO-OSEC-2024-306 titled *Amendment to Office Order OO-OSEC-2023-023 (Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office)*.

Further, may we respectfully provide that an updated Service Agreement shall be used (*refer to attached Annexes*) starting FY 2026. The template for the updated Service Agreement, including the rest of the required documents, forms, and templates, can be accessed through tinyurl.com/BHROD-PDtemplates under the **COS Annexes** folder.

For queries or any clarifications, please contact the BHROD-PD Recruitment, Selection, Placement, and Induction (RSPI) Unit through recruitment.pd@deped.gov.ph or (02) 8633-9345.

For guidance and immediate action.

[RSPI/ANMV]

Annex A

List of Requirements for Renewal of Contract of Service (CoS) Personnel

Per Requesting Office	
1	Request (Authority to Hire or Renew) signed by Head of Office/ Supervising Exe Com
2	Updated Office Functions and Mandates
3	Organizational Chart of the Office
4	List of existing personnel, including vacant positions, incumbents of CTI positions, reassigned personnel from other offices, existing and proposed CoS for hiring.
5	Terms of Reference (expected outputs and deliverables) *Differentiation of Workload for change of work category
6	Legal Basis / Issuance (if any)
7	Approved Work and Financial Plan (WFP)
Per Individual	
1	Signed Contract of Service
2	Updated Personal Data Sheet
3	Curriculum Vitae
4	At least Very Satisfactory performance rating for the previous year using RPMS IPCRF form or Certification for a "Very Satisfactory" rating



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