



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



22 January 2026

**Regional Memorandum**  
No. 50 s. 2026

**RENEWAL OF CONTRACT SERVICE (COS) PERSONNEL  
UNDER THE DISASTER PREPAREDNESS  
AND RESPONSE PROGRAM (DPRP)  
FOR FISCAL YEAR 2026**

To **Schools Division Superintendents**

1. In relation to the DepEd DRRMS Advisory<sup>1</sup> dated January 8, 2025, this Office, through the Education Support Services Division (ESSD), hereby disseminates information on the renewal of Contracts of Service (CoS) under the DPRP for FY 2026.
2. Contract of Service (CoS) Eligibility and Compensation:  
  
COS personnel eligible for renewal are those with existing contracts ending on December 31, 2025. The approved salary for Administrative Support II is Php 22,000.00 plus 20% premium pay.  
  
Eligible COS personnel may apply for a change in work category to Technical Assistance I, with a monthly salary of Php 28,000.00 plus 20% premium pay, subject to the Terms of Reference (TOR), required qualifications, and availability of funds, as stipulated in the FY 2026 DPRP Guidelines to be issued by DRRMS.
3. For inquiries, contact Eduarda M. Zapanta, Chief Education Supervisor of the Education Support Services Division at (02) 8682-2114 loc 430 or email [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).
4. Immediate dissemination of this Memorandum to all concerned personnel is highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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<sup>1</sup> Renewal of Contract of Service (CoS) Personnel under the Disaster Preparedness and Response Program (DPRP) for Fiscal Year 2026



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Republika ng Pilipinas  
**Department of Education**

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

**ADVISORY**

FOR : Regional Directors  
 Schools Division Superintendents  
 Regional and Division DRRM Coordinators

FROM : **FELINO O. CASTRO V** *FJC*  
 Director IV

SUBJECT : **Renewal of Contract of Service (CoS) Personnel under the Disaster Preparedness and Response Program (DPRP) for Fiscal Year 2026**

DATE : January 8, 2026

All Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby advised the renewal of Contract of Service (CoS) personnel hired under the Disaster Preparedness and Response Program (DPRP) for Fiscal Year 2026, in accordance with Joint Circular (JC) No. 1, series of 2025, and applicable Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) rules.

**1. Eligibility and Contract Duration**

Only CoS personnel with valid contracts until 31 December 2025 shall be eligible for renewal. In line with the transitory provisions of JC No. 1, s. 2025, no increase in the number of CoS personnel is allowed.

The duration of renewed contracts shall be:

- Twelve (12) months (01 January–31 December 2026) – for CoS personnel who rendered at least three (3) months of continuous service; or
- Six (6) months (01 January–30 June 2026) – for those who rendered less than three (3) months of continuous service.

**2. Compensation, Premium, and Work Category**

Salary rates shall follow Office Order No. OO-OSEC-2024-306, effective 01 January 2026.

The approved compensation rate for Administrative Support II (AS II) is ₱22,000.00 per month plus a uniform premium of twenty percent (20%).

ROs and SDOs may change the work category of CoS personnel from Administrative Support II (AS II) to Technical Assistant I (TA I) with a compensation rate of ₱28,000.00 per month plus a twenty percent (20%) premium, subject to the approved Terms of Reference (TOR) issued by the



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DRRMS, required qualifications, and availability of funds, and provided that the change does not result in an increase in the total number of CoS personnel.

Salaries and premiums shall be paid by the concerned RO/SDO upon submission and review of the Accomplishment Report (AR) and Daily Time Record (DTR). Premiums shall be released in tranches (mid-year and year-end), with prorated payment if the contract ends earlier.

### 3. Work Conditions and Benefits

Overtime services shall be subject to availability of funds and RO/SDO rules and shall be compensated, at a minimum, through Compensatory Time-Off (CTO).

Payment shall be made for non-working days, regular holidays, and LGU-declared work suspensions.

CoS personnel shall be assigned only DPRP-related functions and deliverables, consistent with the approved TOR and work plan.

### 4. Travel, Trainings, and Logistics

Participation in DepEd-funded trainings and official local travel shall be governed by existing rules. Official travel shall be allowed only when the activity cannot be performed by permanent personnel and is necessary to fulfill contract obligations, subject to proper justification.

Office supplies and equipment shall be charged to local funds. Requests for laptops or gadgets may be coordinated with the RO/SDO Information Technology Officer, subject to applicable rules.

### 5. Performance Requirement

Renewal shall be allowed only if:

- there is a continuing need for the services due to ongoing DPRP programs; and
- the CoS personnel obtained at least a Very Satisfactory rating in the IPCRF.

### 6. Other Provisions

CoS engagement is not credited as government service and does not carry benefits exclusive to regular government employees. Eligible CoS personnel may receive benefits and one-time gratuity pay, subject to yearly authority and applicable accounting and auditing rules.

All ROs and SDOs are directed to strictly comply with this Advisory and the FY2026 DPRP Guidelines.

For guidance and compliance.