



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



Personnel: RM-2026-241

07 April 2026

**Regional Memorandum**  
**No. 241, s. 2026**

**REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE ORDER FOR THE RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) FOR FY 2026**

To **Schools Division Superintendents**  
**School Heads, Implementing Units**  
**All DepEd APDS Verifiers**  
**All Others Concerned**

1. Enclosed is a copy of MEMORANDUM DM-OUHROD-2026-0628 signed by **WILFREDO E. CABRAL**, Undersecretary for Human Resource and Organizational Development and Infrastructure, DepEd Central Office, Meralco Ave., Pasig City, titled "**Regional Breakdown of the Sub-Allotment Release Order for the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service (COS) for FY 2026,**" which is self-explanatory.
2. Pursuant to DM-OUHROD-2026-0095, this Office informs all Schools Division Offices (SDOs) that the Sub-Allotment Release Order (SUB-AROs) for the renewal and hiring of School-Based Administrative Support Staff under Contract of Service (COS) for FY 2026 have already been downloaded to the Regional Offices (ROs).
3. The FY 2026 Maintenance and Other Operating Expenses (MOOE) downloaded to the ROs are sourced from the General Management and Supervision (GMS) and Operations of Schools funds (Elementary, Junior High School, and Senior High School) lodged at the Central Office.
4. For guidance on further downloading of funds to SDOs, please refer to the attached regional breakdown indicating the respective fund sources. Furthermore, the additional MOOE shall be used exclusively for the payment of salaries of School-Based Administrative Support Staff under COS.
5. For further concerns/clarification, please coordinate with the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number (02) 86335397.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

  
**CARLITO D. ROCAFORT**  
Director IV

Incl.: As stated

*Na*  
ROA/08C/P1



Republika ng Pilipinas  
**Department of Education**



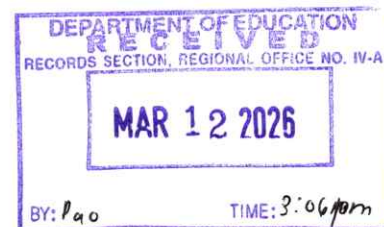
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**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2026-0628**

**FOR : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL SCHOOL HEADS  
ALL OTHERS CONCERNED**

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



**SUBJECT : REGIONAL BREAKDOWN OF THE SUB-ALLOTMENT RELEASE  
ORDER FOR THE RENEWAL AND HIRING OF SCHOOL-BASED  
ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF  
SERVICE (COS) FOR FY 2026**

**DATE : March 04, 2026**

Pursuant to **DM-OUHROD-2026-0095**, titled “Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service (COS) for FY 2026,” this Office hereby informs the Regional Offices (ROs) and Schools Division Offices (SDOs) that the **Sub-Allotment Release Orders (SUB-AROs)** for the renewal and hiring of School-Based Administrative Support Staff under Contract of Service (COS) have already been **downloaded to the Regional Offices**.

For FY 2026, the total Maintenance and Other Operating Expenses (MOOE) downloaded to the ROs are sourced from the **General Management and Supervision (GMS) and Operation of Schools** for *Elementary (Kinder to Grade 6), Junior High School (Grade 7 to Grade 10), and Senior High School (Grade 11 to Grade 12)* fund lodged at the Central Office.

For guidance on the further downloading of funds to the SDOs, kindly refer to the attached **regional breakdown indicating the respective fund sources**. Furthermore, this Office reiterates that the additional MOOE shall be used solely for the **payment of salaries of School-Based Administrative Support Staff under COS**.

Should there be further concerns/questions, please coordinate with the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For your appropriate action.

Copy furnished:

*Office of the Secretary  
Office of the Undersecretary for Finance*



BY: *W. Cabral* 4:00 PM



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**FY 2026 SCHOOL BASED ADMINISTRATIVE SUPPORT STAFF  
REGIONAL BREAKDOWN - REGION IV-A**

**1. Under Operations of Schools for Elementary (Kinder to Grade 6)**

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	3 Months Total	Total MOOE Requirement
Region IV-A	Batangas	2	22	3	20,000.00	2,000.00	66,000.00	132,000.00
Region IV-A	Batangas City	21	22	3	20,000.00	2,000.00	66,000.00	1,386,000.00
Region IV-A	Calamba City	2	22	3	20,000.00	2,000.00	66,000.00	132,000.00
Region IV-A	Cavite	24	22	3	20,000.00	2,000.00	66,000.00	1,584,000.00
Region IV-A	Laguna	27	22	3	20,000.00	2,000.00	66,000.00	1,782,000.00
Region IV-A	Quezon	161	22	3	20,000.00	2,000.00	66,000.00	10,626,000.00
Region IV-A	Rizal	37	22	3	20,000.00	2,000.00	66,000.00	2,442,000.00
Region IV-A	San Pablo City	9	22	3	20,000.00	2,000.00	66,000.00	594,000.00
<b>GRAND TOTAL:</b>		<b>283</b>						<b>18,678,000.00</b>

**2. Under General Management and Supervision (GMS) for Elementary (Kinder to Grade 6)**

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	3 Months Total	Total MOOE Requirement
Region IV-A	Batangas	2	22	3	20,000.00	2,000.00	66,000.00	132,000.00
Region IV-A	Batangas City	21	22	3	20,000.00	2,000.00	66,000.00	1,386,000.00
Region IV-A	Calamba City	2	22	3	20,000.00	2,000.00	66,000.00	132,000.00
Region IV-A	Cavite	24	22	3	20,000.00	2,000.00	66,000.00	1,584,000.00
Region IV-A	Laguna	27	22	3	20,000.00	2,000.00	66,000.00	1,782,000.00
Region IV-A	Quezon	161	22	3	20,000.00	2,000.00	66,000.00	10,626,000.00
Region IV-A	Rizal	37	22	3	20,000.00	2,000.00	66,000.00	2,442,000.00
Region IV-A	San Pablo City	9	22	3	20,000.00	2,000.00	66,000.00	594,000.00
<b>GRAND TOTAL:</b>		<b>283</b>						<b>18,678,000.00</b>

**3. Under Operations of Schools for Junior High School (Grade 7 to Grade 10)**

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	6 Months Total	Total MOOE Requirement
Region IV-A	Batangas	2	22	6	20,000.00	2,000.00	132,000.00	264,000.00
Region IV-A	Batangas City	7	22	6	20,000.00	2,000.00	132,000.00	924,000.00
Region IV-A	Calamba City	1	22	6	20,000.00	2,000.00	132,000.00	132,000.00
Region IV-A	Cavite	53	22	6	20,000.00	2,000.00	132,000.00	6,996,000.00
Region IV-A	Dasmariñas City	8	22	6	20,000.00	2,000.00	132,000.00	1,056,000.00
Region IV-A	General Trias City	8	22	6	20,000.00	2,000.00	132,000.00	1,056,000.00
Region IV-A	Laguna	6	22	6	20,000.00	2,000.00	132,000.00	792,000.00
Region IV-A	Lucena City	4	22	6	20,000.00	2,000.00	132,000.00	528,000.00
Region IV-A	Quezon	118	22	6	20,000.00	2,000.00	132,000.00	15,576,000.00
Region IV-A	Rizal	11	22	6	20,000.00	2,000.00	132,000.00	1,452,000.00
Region IV-A	San Pablo City	5	22	6	20,000.00	2,000.00	132,000.00	660,000.00
<b>GRAND TOTAL:</b>		<b>223</b>						<b>29,436,000.00</b>

Note/s: Including ELEM TO JHS (K TO 10), JHS TO SHS (7 TO 12), ELEM TO SHS (ALL OFFERING / K TO 12)

**FY 2026 SCHOOL BASED ADMINISTRATIVE SUPPORT STAFF  
REGIONAL BREAKDOWN - REGION IV-A**

**4. Under Operations of Schools for Senior High School (Grade 11 to Grade 12)**

Region	SDO	No. of Schools	No. of Days	No. of Months	Monthly Salary	Premium Amount (10%)	6 Months Total	Total MOOE Requirement
Region IV-A	Cavite	6	22	6	20,000.00	2,000.00	132,000.00	792,000.00
<b>GRAND TOTAL:</b>		<b>6</b>						<b>792,000.00</b>

**Total No. of Schools: 512**  
**Total MOOE Requirement: 67,584,000.00**