



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

July 7, 2025

**OFFICE MEMORANDUM**

OSDS-2025-003

**DUTIES AND RESPONSIBILITIES AS TECHNICAL ASSISTANT II**

**TO : BENJAMIN ADRIAN E. ESTRELLADO**  
 Technical Assistant II

Attached is the Memorandum OULLA-2025-980 entitled "*Implementing Guidelines on the Hiring of the 420 Contract of Service (CoS) Personnel in the Sites Titling Office of the Central Office and Field Offices*" containing your terms of reference and duties.

Further, under Section VI.(B) - Payment of Services, you are required to submit your Daily Time Record to the assigned province in accordance with the cut-off periods: the 1<sup>st</sup> to the 15<sup>th</sup> of the month, and 16<sup>th</sup> to end of the month. Accordingly, all Daily Time Record (DTR) must be submitted to the Schools Division of Davao del Norte on or before their respective deadlines.

In line with this, you are mandated to comply with the implementing guidelines. Travelling expenses and other related expenses incurred during official and /or project-related local travels related to your functions as may be chargeable against the applicable General Appropriations Act (GAA) funds covering the period of the Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
 Schools Division Superintendent

**RELEASED**

**JUL 14 2025**

RECORDS SECTION - SDO PANABO CITY  
 BY 

osds/leg/aadv<sub>pb</sub>



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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**MEMORANDUM**

OULLA-2025-980

**TO :** All Regional Directors  
All Schools Division Superintendents  
All Others Concerned

**FROM :** **ATTY. FILEMON RAY L. JAVIER**  
Undersecretary

**ATTY. CHRISTIAN E. RIVERO**  
Director IV,  
Supervising Director of Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT :** **IMPLEMENTING GUIDELINES ON THE HIRING OF 420 CONTRACT OF SERVICE (CoS) PERSONNEL IN THE SITES TITLING OFFICE OF THE CENTRAL OFFICE AND FIELD OFFICES**

**DATE :** MAY 22 2025

The Department of Education (DepEd), through the Sites Titling Office (STO), recognizes the importance of maintaining accurate and detailed records of school site ownership to provide quality, accessible, and relevant education to students. As such, this Office intends to fully update and validate the public school site ownership records through a web-based data management system.

However, due to STO's limited manpower, it is challenging to accurately, efficiently and speedily validate and update the ownership status of thousands of DepEd school sites nationwide. The absence of dedicated focal persons in the field has resulted in unreliable data and misplaced or destroyed documents, among other legal vulnerabilities, thus, delaying infrastructure projects and exposing school properties to costly litigation. For a long time, the Regional and Division Offices have repeatedly requested additional personnel to address these STO-related concerns.

Hence, to address the need for additional manpower, STO will hire thirty (30) additional Contract of Service (CoS) personnel in the Central Office (CO) and a total of three hundred ninety (390) CoS personnel to be deployed in seventy-eight (78) provinces in the country or five (5) CoS per province. The five (5) personnel will be composed of one (1) Technical Assistant (TA) IV and four (4) TA II per province. They shall primarily help address critical gaps in school site ownership documentation and expedite land titling efforts.

Accordingly, to ensure effective implementation of this initiative, attached is the implementing guidelines on the hiring of the four hundred twenty (420) CoS personnel.



## I. Background

The Department of Education, through its various policies, programs, and initiatives, remains committed to securing legal ownership of public school sites by obtaining land titles. This effort aims to protect the interests of schools against lawsuits and claims for compensation filed by private individuals or entities asserting ownership over the land. By obtaining clear land titles, DepEd can eliminate bureaucratic delays, prevent encroachment and adverse claims, and ensure that school properties are not subjected to costly litigation or disputes over ownership.

Additionally, securing land titles supports the efficient allocation of national budget appropriations. Reliable data on titled school sites enables DepEd to justify and prioritize funding for infrastructure projects and school development, ensuring that resources are directed to legally secured properties where new buildings and facilities can be constructed without legal impediments. This comprehensive effort also addresses long-standing issues with untitled properties, strengthens DepEd's authority to manage school lands, and protects public school sites from being disposed of, encumbered, or reclaimed by former owners or their heirs.

Recent inventory of school sites showed that only 14.85% of schools nationwide are officially titled under DepEd's name. The remaining sites are either unsecured or owned by local government units (LGUs), national government agencies (NGAs), or private entities. Without clear ownership documents, uncertainties in land tenure hinder resource allocation, delay project implementation, and ultimately jeopardize the quality of basic education.

Thus, this Office deems it necessary to hire additional personnel in the CO and deploy STO counterpart personnel in provinces to help in safeguarding school properties, expediting land titling, and assisting schools in securing ownership thereby ensuring rightful claim over the school sites.

## II. Definition of Terms

1. **Contract of Service (CoS)** refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency, or international organization as a consultant, learning service provider, or technical expert to undertake a special project or job within a specific period pursuant to COA-DBM Joint Circular No. 2, s. 2020.
2. **New Hire** refers to the CoS worker whose service is engaged for the first time by a specific office/unit in the Department. This includes those who underwent Change of Work Category which entails the termination of the existing contract and replacing it with a new one based on the modifications in the terms of reference and deliverables of the worker, whether or not in the same or different office in the DepEd CO. This presupposes that the CoS worker possesses all the requirements needed for the new work category by which his or her service is engaged.
3. **Renewal** refers to the process of entering into 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.
4. **Qualification Standards** refers to the minimum set of requirements that shall serve as a basic guide in the hiring, renewal, and/or change of work category of the CoS workers, comprising of the following:
  - a. **Relevant Education** refers to academic, technical, or vocational studies of CoS workers that are applicable to the duties and responsibilities to be performed by them.

- b. **Relevant Experience** refers to the work background either in the government or private sector, whether full-time or part-time, which is functionally-related to the duties and deliverables that the CoS worker is contracted to perform.
  - c. **Relevant Training** refers to the capacity-building activities/learning and development interventions that are pertinent for the specific services to be rendered by the CoS worker under the contract.
5. **Premium Incentives** refers to the amount that may be granted to the CoS worker not exceeding 20% of their respective wage/salary, subject to availability of funds, pursuant to the COA-DBM Joint Circular No. 02, s. 2020.

### III. Hiring of Contract of Service in the Province and Central Office

The hiring of CoS personnel in the Field Offices (FOs) and CO is necessary for the establishment and utilization of the School Sites Ownership Document Management System, and to address property issues on school titles and ownership. Moreover, the CoS personnel to be hired will also serve as the focal person for sites titling concerns, specifically focusing on (a) the verification and validation of the public school site titles and ownership documents, (b) the eligibility of school sites for survey and titling, and (c) other school site issues and concerns, such as those affected by an adverse claim or an ongoing case.

#### A. Position and Place of Assignment

The STO in the CO shall be given an additional thirty (30) CoS personnel consisting of three (3) TA IV (Lawyer), three (3) TA IV, one (1) TA III (Lawyer), five (5) TA III, nine (9) TA II, and nine (9) TA I, which would oversee and monitor this project and assist in the regular programs and tasks of STO.

The remaining CoS shall be deployed in seventy-eight (78) identified provinces in the country. Specifically, each province shall be assigned a total of five (5) CoS personnel, comprising of one (1) TA IV and four (4) TA II which shall work as a team. The team shall be responsible for addressing sites and titling concerns of different schools within their designated province including those in the city schools, if any. They will primarily be assigned and physically report in the Division Legal Unit of their assigned province, subject to reassignment by the CO to another province within the region and designation to city schools' division, as the need arises. The team will plan and coordinate with all SDOs within the province in order to facilitate better implementation of this project, as deemed fit for their locality.

The SDO shall also allow the use of government vehicles for the CoS team in conducting field visits, subject to the existing guidelines of the SDO on the use of vehicle.

#### B. Terms of Reference

##### I. For Central Office (CO)

##### a. Technical Assistant IV (Attorney IV)

- i. Conducts in-depth assessments of legal issues affecting public school land ownership;
- ii. Writes legal correspondence on school site matters;
- iii. Prepares legal opinion on matters involving school site issues;
- iv. Conducts legal research to identify potential legal risks on school sites issues;



- v. Develops and recommends new policies, rules and regulations, guidelines and procedures and systems and programs for improvement and to facilitate titling, as well as protecting the organization from future legal and administrative challenges to protecting and securing school sites;
- vi. Coordinates with the Office of the Solicitor General for legal matters involving school sites;
- vii. Provides regular feedback, technical reports, and recommended actions to STO's Supervising Director on school sites matters;
- viii. Reviews reports on status of school sites titling and recommends appropriate actions to address issues and challenges;
- ix. Acts as the focal person in the CO for all regional and local STO concerns;
- x. Leads the field engineers in attending court hearings involving adverse claims on school sites, and
- xi. Performs additional tasks as assigned by the supervisor or the Director of STO;

b. Technical Assistant IV

- i. Conducts ocular inspections and validations of school sites in the provinces to verify DepEd land ownership records;
- ii. Reviews subdivision and survey plans submitted by schools for titling, as consolidated by the FOs;
- iii. Monitors the submission of updated ownership documents of DepEd school sites from DepEd FOs;
- iv. Monitors the conduct of comprehensive land surveys in FOs to assess site suitability, delineate property boundaries, and support land development activities;
- v. Monitors the STO field counterparts' procurement of geodetic engineering firms for land surveys to demarcate areas allotted for DepEd schools and other properties;
- vi. Assists the Legal Officer in preparing Complete Staff Work (CSW) Reports on school site-related issues;
- vii. Prepares, consolidates, and submit reports consolidated by the field engineers to be submitted to the Supervising Director of STO;
- viii. Leads and provides technical guidance to Technical Assistant IV and II in responding to inquiries related to school sites;
- ix. Prepares presentations for meetings, activities, and programs related to land titling and development; and
- x. Performs additional tasks as assigned by the supervisor or the Director of STO;

c. Technical Assistant III (Attorney III)

- i. Conducts legal research and prepare legal memoranda on issues affecting school site ownership, including potential legal risks and dispute resolution;
- ii. Drafts various correspondence related to school site matters;
- iii. Prepares presentations for meetings/seminars upon instruction of supervisor;
- iv. Assists the development and refinement of policies, guidelines, and procedures related to school site titling and legal protection from future legal and administrative challenges in securing school sites;
- v. Assists in coordinating with the Office of the Solicitor General for legal matters involving school sites;
- vi. Assists in the coordination of school site acquisition efforts, including donations, usufruct agreements, and Proclamation processes;
- vii. Participates in meetings, conferences, and legal coordination with the Office of the Solicitor General and other relevant agencies;

- viii. Conducts field monitoring and provide legal assistance in resolving site-related concerns in schools;
- ix. Provides regular updates and technical feedback to the supervisor and the Director of the STO; and
- x. Performs other related duties as may be assigned by the supervisor or the Director of STO;

d. Technical Assistant III

- i. Assists the TA IV in reviewing legal policies, documents, contracts, and agreements related to school sites;
- ii. Drafts legal documents pertaining to sites titling issues;
- iii. Monitors the submission of updated ownership documents of DepEd school sites from DepEd FOs;
- iv. Coordinates with DepEd FOs on the acquisition of untitled school sites through titling and issuance of Proclamation;
- v. Assists in coordinating with FOs for the acquisition of school sites owned by private entities through donation or usufruct agreement;
- vi. Assists the supervisor in meetings, conferences, appointments, and activities;
- vii. Conducts field monitoring related to school sites issues;
- viii. Assists in the conduct of orientations and training for school principals on land titling processes, legal requirements, and dispute resolution;
- ix. Prepares presentations for meetings/seminars; and
- x. Performs additional tasks as assigned by the supervisor or the Director of STO;

e. Technical Assistant II

- i. Manages and organizes the ownership database of DepEd school sites;
- ii. Evaluates documents of ownership of school sites submitted by Divisions / Regional Offices;
- iii. Coordinates with other agencies and field offices on sites titling data, acquisition and titling of school sites, usufruct, and other related matters;
- iv. Reviews, encodes, and tabulates data of ownership documents;
- v. Prepares basic correspondence, including indorsements, e-mail replies, and other communications;
- vi. Prepares documentation for meetings and activities/programs;
- vii. Digitizes documents for school site ownership inventory by scanning and securing a copy to cloud storage to ensure efficient, accurate, and accessible document management; and
- viii. Performs additional tasks as assigned by the supervisor and the Director of STO;

f. Technical Assistant I

- i. Assists in meetings, conferences, and activities;
- ii. Sets-up and maintain systematic filing systems and information of documents of ownership of DepEd school sites submitted by FOs;
- iii. Consolidates and prepares periodic reports on status of school sites;
- iv. Monitors the status of incoming and outgoing documents;
- v. Photocopying and scanning of ownership documents and other related matters pertaining to sites titling;
- vi. Assist in coordinating with DepEd FOs for submission of updated ownership documents of DepEd school sites;
- vii. Coordinates with other stakeholders and agencies;
- viii. Assist in updating regularly the ownership database of DepEd school sites;



- ix. Perform other functions that may be assigned by the supervisor or the Director of STO;

## **II. For Field Office / Province**

### **a. Technical Assistant IV**

- i. Conducts ocular inspections of school sites within their assigned province to verify DepEd land ownership records;
- ii. Assists school heads in completing the requirements for the titling of their respective schools and facilitate the restoration of lost titles;
- iii. Reviews subdivision and survey plans submitted by schools for titling;
- iv. Conducts comprehensive land surveys to assess site suitability, delineate property boundaries, and support land development activities;
- v. Facilitates the procurement of geodetic engineering firms for land surveys to demarcate areas allotted for DepEd schools and other properties;
- vi. Manages a 5-member COS team per province, ensuring efficient workflows;
- vii. Assigns tasks to TA IIs for the accomplishment of the deliverables;
- viii. Monitors land titling progress and reports updates to DepEd STO and Regional Offices;
- ix. Acts as the primary point of contact for STO concerns within the assigned province;
- x. Attends and assists in workshops and seminars organized by DepEd Central, Regional, and Division Offices related to site titling;
- xi. Coordinates with Land Registration Authority regarding Land Titling Computerization Project and e-Titling system to create digital repository of DepEd site ownerships; and
- xii. Performs other duties as assigned by the supervisor or the CO;

### **b. Technical Assistant II**

- i. Assists the TA IV in conducting on-site inspections to verify school land ownership records;
- ii. Validates Survey Plans, Deeds of Donation, and Tax Declarations for accuracy;
- iii. Examines existing surveys and verifies metes and bounds of the school sites;
- iv. Guides schools in completing titling requirements and submitting updated documents;
- v. Coordinates with schools on Special Power of Attorney requests to the CO;
- vi. Coordinates with stakeholders relevant to sites titling issues and concerns;
- vii. Evaluates and processes incoming school site ownership documents;
- viii. Drafts endorsements for issues and concerns related to school sites;
- ix. Organizes and maintains systematic filing of land records and database management;
- x. Updates and consolidates periodic reports regarding school site ownership;
- xi. Updates and monitors the School Sites Ownership Data Management System;
- xii. Facilitates fund requests from the CO for surveys and titling;
- xiii. Prepares documentation for meetings and related programs;
- xiv. Manages office emails and responds to inquiries; and
- xv. Performs additional tasks as assigned by the supervisor or the CO.

## **C. Personnel Requirement**

In relation to the above-mentioned terms of reference, the CoS personnel shall have the following qualifications:

## **I. For Central Office**

### **a. Technical Assistant IV (Attorney IV)**

- i. Must be a Member of the Philippine Bar;
- ii. At least one (1) year of relevant experience, preferably in property acquisition and land titling;
- iii. At least four (4) hours of relevant training;
- iv. Knowledgeable in land acquisition, property law, and government relations on land titling.

### **b. Technical Assistant IV**

- i. Licensed Geodetic or Civil Engineer;
- ii. At least three (3) years of relevant experience, preferably in land survey, site assessment, or land development projects;
- iii. At least thirty-two (32) hours of relevant training;
- iv. Proficiency in technical drafting, mapping software, and survey methodologies.

### **c. Technical Assistant III**

- i. Bachelor of Laws, Political Science, Public Administration, or any related course;
- ii. At least two (2) years of relevant experience;
- iii. At least Twenty-four (24) hours of relevant training;
- iv. Knowledgeable in land acquisition, property law, and government relations on land titling;
- v. Excellent in writing and communication skills.

### **d. Technical Assistant II**

- i. Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT), or any related course, and preferably with at least 12 units of law background;
- ii. At least one (1) year relevant experience in data management, research, or government documentation;
- iii. At least eight (8) hours of relevant training;
- iv. Excellent in writing and communication skills;
- v. Proficiency in Microsoft Office and record keeping systems;
- vi. Proficient in handling correspondence and communication;
- vii. Upholds high degree of confidentiality.

### **e. Technical Assistant I**

- i. Bachelor's degree relevant to the job;
- ii. Strong attention to detail and strong organizational skills;
- iii. Ability to multitask in a fast-paced and deadline-driven environment;
- iv. Ability to work with a team and with confidential documents;
- v. Proficiency in Microsoft Office and record keeping systems.

## **II. For Field Office / Province**

### **a. Technical Assistant IV**

- i. Licensed Geodetic or Civil Engineer;
- ii. At least three (3) years of relevant experience preferably in land survey, site assessment, or land development projects;
- iii. At least thirty-two (32) hours of relevant training;
- iv. Proficiency in technical drafting, mapping software, and survey methodologies.



**b. Technical Assistant II**

- i. Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT); or any related course, and preferably with at least 12 units of law background;
- ii. At least one (1) year relevant experience in data management, research, or government documentation;
- iii. At least eight (8) hours of relevant training;
- iv. Excellent in writing and communication skills;
- v. Proficiency in Microsoft Office and record keeping systems
- vi. Proficient in handling correspondence and Communication; and
- vii. High degree of confidentiality.

**IV. Implementation Plan**

**1. Recruitment and Hiring**

The recruitment and hiring process will follow DepEd's existing guidelines for hiring CoS personnel. Job postings will be made through the official social media account of DepEd's Bureau of Human Resource and Organizational Development (BHROD) to be shared in various platforms for information dissemination. The hiring of CoS personnel shall be conducted by the CO upon careful screening and evaluation of the qualified applicants.

Consequently, the Service Agreement shall be signed by the Supervising Director of STO as the duly authorized representative of the Undersecretary of Legal and Legislative Affairs (OULLA), in accordance with the existing guidelines in the hiring of CoS personnel.

**2. Training, Orientation, and Planning**

The newly hired CoS personnel will undergo comprehensive training and orientation facilitated by the CO, focusing on DepEd policies, data management systems, and school site titling procedures. During the orientation, participants will receive a detailed overview of their roles, responsibilities, and expected deliverables to ensure accountability and alignment with project objectives. Additional training will include collaborative workshops with key stakeholders, particularly principals and school administrators facing land titling challenges.

Additionally, the CoS team will formulate site-specific action plans, timelines, and performance targets in close coordination with all Schools Division Offices (SDOs) within the province. These plans will be submitted to the STO for approval and will undergo regular monitoring to ensure compliance with DepEd standards and project milestones.

A separate memorandum will be issued for the onboarding and training of the newly hired CoS personnel.

**3. Deployment and Monitoring**

**A. CoS Personnel in STO-CO**

The additional thirty (30) CoS personnel will directly report to and be monitored by the Supervising Director of STO.

**B. CoS Personnel in the FOs**

The three hundred ninety (390) newly hired CoS personnel shall be deployed in the **Division Legal Unit** of the 78 provinces in the country. Each province shall be assigned five (5) CoS, detailed as follows: one (1) TA IV – Engineer and four (4) TA II. While these CoS will physically report in their assigned SDO and be supervised by

the Division Legal Officer, they will still be under the general management and supervision of STO-CO.

Accordingly, the Legal Officer of their assigned division will monitor their performance and compliance with the expected deliverables. Additionally, regular meetings with STO-CO will be conducted to monitor and ensure progress and timely updates of the assigned tasks.

#### 4. Reporting

The CoS personnel in CO shall report to the Supervising Director of STO. Those in the provinces shall report to the SDO Legal Officer of their province, in coordination and consultation with other SDO Legal Officers within the province, and to the focal person in the STO-CO.

#### V. Financial Requirements

The fund allocated for the Hiring of CoS in the DepEd-CO and provinces amounting to **Four Hundred Forty-Six Million Two Hundred Forty-Four Thousand and Two Hundred Pesos (Php446,244,200.00)** shall be charged against the FY 2024 Continuing Appropriations under the General Management and Supervision (GMS) - Maintenance and Other Operating Expenses (MOOE) fund of the Office of the Secretary. The said amount shall be utilized for payment of salaries, premium, travel expenses, and other operational expenses of the four hundred twenty (420) CoS personnel. **The said amount shall be utilized within the Fiscal Year 2025.**

Table 1 below shows the summary of the number of CoS personnel to be hired both in CO and provinces.

**Table 1. Summary of the Number of CoS Personnel to be Hired**

Place of Assignment	Number of Personnel to be Hired						TOTAL
	TA IV (Attorney IV)	TA IV	TA III (Attorney III)	TA III	TA II	TA I	
Central Office	3	3	1	5	9	9	30
Province SDO	0	78	0	0	312	0	390
<b>TOTAL</b>	<b>3</b>	<b>81</b>	<b>1</b>	<b>5</b>	<b>321</b>	<b>9</b>	<b>420</b>

The amount allocated for the CoS personnel in the field offices shall be downloaded to the SDO of their respective provinces through a Sub-Allotment Release Order (Sub-ARO) for the processing of payments of salaries and other operational expenses. Required to be attached as annexes are the following:

**Annex A:** Summary of Financial Allocation to be Downloaded to Schools Division Offices (Province)

**Annex B.1:** Salaries of Technical Assistant IV CoS Personnel in the SDO Provinces

**Annex B.2:** Salaries of Technical Assistant II CoS Personnel in the SDO Provinces

**Annex B.3:** Summary of Allocated Salaries for CoS Personnel assigned in the SDO Provinces

**Annex C:** Operational Expenses for SDO Provinces

**Annex D:** Salaries and Operational Expenses for CoS in the Central Office



The purchase of office supplies and equipment must comply with the capitalization threshold of ₱50,000.00 to be classified as semi-expendable property, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

Quarterly monitoring and reporting shall be conducted to ensure the proper and timely implementation of these guidelines for equitable, efficient, and effective fund utilization of the GMS. The quarterly status report should be submitted to the STO on or before the conduct of Program Implementation Review. The report should be prepared by the Legal Officer of the SDO, certified as to the funding status by the Budget Officer and approved by the Schools Division Superintendent.

## VI. Terms of Contract

### A. Contract Period

1. The hiring of new CoS workers shall be for a specific work performance with an initial contract period not exceeding six (6) months, which may be renewed, subject to availability of funds and upon the approval of the Supervising Director of the STO.
2. Upon expiration of the first six-month contract, the COS may be renewed for the remaining duration of Fiscal Year 2025.
3. The service agreements, regardless of commencement dates, shall expire at the end of the calendar year. Contracts may be renewed based on the set criteria and careful evaluation of the SDOs and STO.

### B. Payment of Services

1. **Monthly Rates.** The payment for services rendered by CoS workers shall be equivalent to the corresponding work category, as indicated in Office Order OO-OSEC-2024-306 titled, the Amendments to Office Order OO-OSEC-2023-023 (Updated Implementing Guidelines on the Hiring and Renewal of CoS Workers in the DepEd-CO).

Position	Salary	Premium
TA IV (Attorney IV)	₱74,000.00	₱7,400.00
TA IV	₱67,000.00	₱6,700.00
TA III (Attorney III)	₱67,000.00	₱6,700.00
TA III	₱48,000.00	₱4,800.00
TA II	₱38,000.00	₱3,800.00
TA I	₱28,000.00	₱2,800.00

2. **Cut-off for each payment period.** For CoS in the Central Office, the processing of payment for services rendered shall be done on a bi-monthly basis upon submission of documentary requirements. The cut-off periods shall be divided in two: the 1<sup>st</sup>-15<sup>th</sup> of the month and the 16<sup>th</sup> to end of the month. The Daily Time Record (DTR) may be downloaded from the eHRIS after the working day of each cut-off period.

For CoS in the provinces, the processing of payments for the services rendered shall follow the existing guidelines in their respective assigned provinces since the allocated funds for their salaries will be downloaded to their assigned province through a SARO.

3. **Documentary Requirement.** Submission of documentary requirements for the payment of the salary of the CoS would follow the guidelines set by their respective place of assignment, subject to existing accounting and auditing rules and regulations.

### C. Contract Termination

The Service Agreement between DepEd and the concerned CoS workers shall expire at the end of the calendar year, regardless of commencement dates. DepEd may also terminate the subject contract based on the following grounds, among others:

1. Unsatisfactory/Poor Performance based on the RPMS-IPCRF;
2. Dishonesty, gross misconduct, disgraceful and immoral conduct, falsification of documents and commission of other offenses or crimes involving moral turpitude;
3. Violation of the Drug-Free Workplace Policy and other existing government policies;
4. Violations of the terms and conditions of the contract;
5. Completion or termination of the project for which they were hired; and
6. Other analogous reasons may be allowed by law.

Both parties, DepEd and CoS worker, may terminate the contract for causes authorized by law and upon written notification to the other party, to be submitted at least thirty (30) days prior to the termination of the contract to avoid possible delay in the processing of the payment of services and premium of the concerned CoS worker, subject to the existing accounting and auditing rules and regulations and submission of the needed documentary requirements. Additionally, a smooth turnover of documents and pending transactions shall be ensured to avoid any delay and disruptions in the regular office operations.

### VII. Monitoring and Evaluation

The performance of the COS personnel in the CO shall be monitored by the Supervising Director of STO while those deployed in the provinces shall be monitored by the Division Legal Officer as their immediate supervisor.

Additionally, as reference for the renewal of contract, the performance of those CoS in the provinces will be monitored and evaluated by STO through the submission of monthly report, based on the following criteria:

- The accuracy and completeness of data entered into the school sites ownership database;
- Timeliness in updating the database and addressing discrepancies;
- Regularity and quality of progress reports; and
- Effective coordination with LGUs and relevant agencies for STO related concerns.

A mid-term or quarterly review of the actual performance and accomplishment of deliverables will be conducted to assess the impact of the program and make necessary adjustments for the successful implementation of the project.

### VIII. References

1. Office Order OO-OSEC-2024-306 titled the Amendments to Office Order OO-OSEC-2023-023 (Updated Implementing Guidelines on the Hiring and Renewal of CoS Workers in the DepEd-CO) dated December 16, 2024.
2. 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 dated February 13, 2023.
3. Executive Order No. 77, Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, dated March 15, 2019



4. COA Circular No. 2022-004, Guidelines on the Implementation of 2023 of the General Provisions of RA 11639 relative to the Increase of the Capitalization Threshold from ₱15,000 to ₱50,000. 00

For related concerns and clarifications, please coordinate with **Jolina S. Gammad**, Administrative Officer IV, Sites Titling Office, Office of the Undersecretary for Legal and Legislative Affairs or through email address [sto.fieldoffices@deped.gov.ph](mailto:sto.fieldoffices@deped.gov.ph).

For immediate dissemination and compliance.

Doc. No. 104306