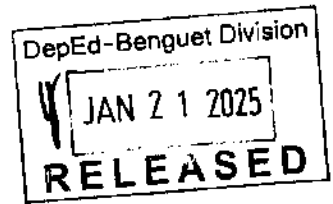




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



17 January 2025

DIVISION MEMORANDUM
NO. 30 s. 2025

**GUIDELINES ON THE RENEWAL AND HIRING OF SCHOOL-BASED
ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE
FOR THE PROVIDED ELIGIBLE SCHOOLS**

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICER II
ALL OTHERS CONCERNED**

Relative to RM 30, s. 2025 and in support of DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and to ensure no disruption of day-to-day school operations, the Department shall continue to download additional Maintenance and Other Operating Expenses (MOOE) for the renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS).

In this regard, the following Schools are instructed to adhere to the following guidelines and procedures:

District	Name of School
Atok	Camp 30 NHS
Bakun	Lanew ES
Bokod	Bokod NHS
Buguias	Nabalicong Saltin ES
Buguias	Buguias NHS
Itogon I	Alejo M. Pacalso MNHS
Itogon II	Banget ES
Kabayan	Mongoto ES
Kabayan	Kamora NHS
La Trinidad	La Trinidad NHS
Sablan	Sablan NHS
Tuba	Nangalisan ES
Tuba	Evelio Javier MNHS



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Note: The recommended CoS for hiring should sign the ToR and Service Agreement before the School Head submits them to the SDO. However, the recommended CoS must be informed that their application is still subject to approval of the SDS.

3. Payment of Salary and Premium

A. The salary of the renewed and hired CoS personnel shall be computed as follows:

Regional Minimum Wage (470 for CAR)* x 22 days = Php10,340.00
Monthly Salary

B. The renewed or hired CoS personnel shall prepare the taxation requirements (e.g., BIR Form No. 1901/1905 verified by the concerned Revenue District Office (RDO), Annex B-2 duly notarized with documentary stamp) with guidance from the SDO.

C. As a general rule, the payment of salary and premium of the Administrative Support Staff shall be made by the school concerned in accordance with the following procedures:

1. The hired CoS personnel shall prepare their accomplishment report and daily time record (DTR).
2. The schools, upon review of the accomplishment report and DTR, shall pay the salary of the Administrative Support Staff and submit the required documents for liquidation of CoS salary to the SDO. The accomplishment report, DTR, and notarized service agreement shall be attached.
3. The SDO shall liquidate the cash advance for salary of CoS personnel in non-implementing units in accordance with existing procedures.

D. For cases where SDOs or Implementing Units (IUs) opt to process payments through payrolls (List of Due and Demandable Accounts Payable), they may adopt such an arrangement, if deemed convenient and practicable, in accordance with existing procedures.

E. All Regions shall have a uniform premium rate of 12.5%. The payment of premium shall be given in tranches, as follows:

