



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION ADVISORY

No. 015 s. 2026

JAN 16 2026

**REQUEST TO COMPLETE SURVEY ON SCHOOL-BASED UTILITY
WORKERS, SECURITY GUARDS, AND OTHER NON-TEACHING
STAFF FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor
Public Elementary, Secondary and Senior High School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum **DM-OUHROD-2026-0038** dated January 08, 2026, issued by Undersecretary Wilfredo E. Cabral, all public elementary and secondary schools are directed to accomplish the prescribed survey on school-based utility workers, security guards, and other non-teaching staff for School Year 2025–2026.
2. This initiative forms part of DepEd's continuing reforms under its **five-point agenda**, which emphasizes adequate staffing support to ensure the smooth day-to-day operations of schools. Non-teaching personnel play a vital role in maintaining school safety, cleanliness, and efficiency.
3. At present, positions such as **Security Guards and Utility Workers** may be engaged using the **School Maintenance and Other Operating Expenses (MOOE)**, subject to the availability of funds and compliance with existing budgeting and accounting rules.
4. The survey aims to gather accurate data on the **number of personnel engaged, current expenditures, and work schedules** of these non-teaching staff. The results will serve as key input to the ongoing development of the **School Organizational Structure and Staffing Standards (SOSSS)**.
5. The survey instrument may be accessed through the following official link: <https://bit.ly/SchoolINTP>. All school heads are required to ensure the complete and accurate submission of data.
6. The deadline for submission of the survey is **January 19, 2026**. School heads are strongly advised to accomplish the survey ahead of time to avoid last-minute delays and ensure the integrity of division-wide data consolidation.



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7. The **Division Human Resource Management Office (HRMO)** shall monitor compliance and provide technical assistance to schools as necessary. Public School District Supervisors are likewise enjoined to remind and support school heads in their respective districts to achieve 100% compliance.

8. For clarifications, schools may coordinate directly with the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)** through email at **bhrod.sed@deped.gov.ph** or via landline number **(02) 8633-5397**. Local assistance may also be sought from the Division HRMO.

9. Immediate dissemination of this advisory is directed to all concerned for their strict compliance. The cooperation of every school head and personnel is highly appreciated to ensure the success of this initiative and the advancement of staffing reforms in Basic Education.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0038

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

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

SUBJECT : **REQUEST TO COMPLETE SURVEY ON SCHOOL-BASED UTILITY WORKERS, SECURITY GUARDS, AND OTHER NON-TEACHING STAFF FOR SCHOOL YEAR 2025-2026**

DATE : January 08, 2026

The Department of Education (DepEd) continues to advance reforms in Basic Education under its five-point agenda, which emphasizes the need for adequate staffing support to ensure the smooth day-to-day operations of schools, including support from non-teaching personnel.

At present, certain school-based positions such as Security Guards and Utility Workers may be engaged using the School Maintenance and Other Operating Expenses (MOOE), subject to the school's available funds and existing budgeting and accounting rules.

In line with this, we request school heads to complete the survey to gather data on current expenditures, number, and work schedule of these positions, which will serve as key input to the ongoing development of the School Organizational Structure and Staffing Standards (SOSSS).

The survey may be accessed through the following link: <https://bit.ly/SchoolINTP>

The Regional and Schools Division Office Human Resource Management Officers (HRMOs) are requested to monitor compliance and ensure the submission of the required inventory on or before **January 23, 2026**.

Should you have any questions or concerns, please coordinate with the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHRD-SED) via email at bhrod.sed@deped.gov.ph or through landline number (02) 8633-5397.

Your prompt attention and cooperation are highly appreciated.

cc: Office of the Secretary



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