



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

December 02, 2025


DIVISION MEMORANDUM

No. 597 s. 2025

To: Asst. Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Principals/OIC
Schools/Districts AO's and Administrative Assistants
All others Concerned

HIRING/RENEWAL OF CONTRACT OF SERVICE FOR FY 2026

1. This is to announce all concerned that proposed Contracts of Service of school personnel for January to June 30, 2026 under School MOOE shall be submitted and to be approved by this Office until December 15, 2025. Documents submitted after the deadline will no longer be accepted.
2. The following documents must be submitted.
 - a. Recommendation letter from the proper authority.
 - b. Accomplished template of Contract of Service
 - c. Notarized Personal Data Sheet
 - d. Community Tax Certificate
 - e. Approved Performance Rating
 - f. Photocopy of Previous Rating **(for renewal)**
 - g. Certification of Fit to Work from a government physician **(for newly hired)**
 - h. NBI Clearance **(for newly hired)**
 - i. Drug Test from a government hospital **(for newly hired)**. For renewal, please also attach a copy of your previous Drug Test result within a year.
 - j. Copy of Driver's license (for Drivers)
3. Please refer to Annex A for the download Contract of Service template.
4. Please be guided accordingly.


CECILIA E. VALDERAMA, PhD. CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

November 25, 2025
HR/lbp



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Annex A

Contract of Service Template
(Scan QR Code to download)



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