



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/SchoolNTP>**

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