



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

June 18, 2026

DIVISION MEMORANDUM

No. 272s. 2026

HIRING/RENEWAL OF EMPLOYEES UNDER CONTRACT OF SERVICE

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

1. This is to announce all concerned that proposed Contracts of Service of school personnel for July 1, 2026 to December 31, 2026 under School MOOE shall be submitted and to be approved by this Office until June 30, 2026. Documents submitted after the deadline will no longer be accepted.
2. Pursuant to **Department of Budget and Management (DBM) -Joint Circular No. 1, s. 2025**, agencies may continue to engage and/or renew the contracts of COS personnel in FY 2026, however, the total number of COS and Job Order (JO) workers shall not exceed the baseline number of COS/JO workers with valid contracts as of December 31, 2025. Accordingly, schools are advised to ensure compliance with this limitation prior to submitting requests for hiring or renewal.
3. 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. Copy of Driver's license (for Drivers)
 - j. Copy of the Old contract and IPCRF



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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4. Please refer to Annex A for the downloadable Contract of Service template.
5. Please be guided accordingly.



CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

HR/Ib



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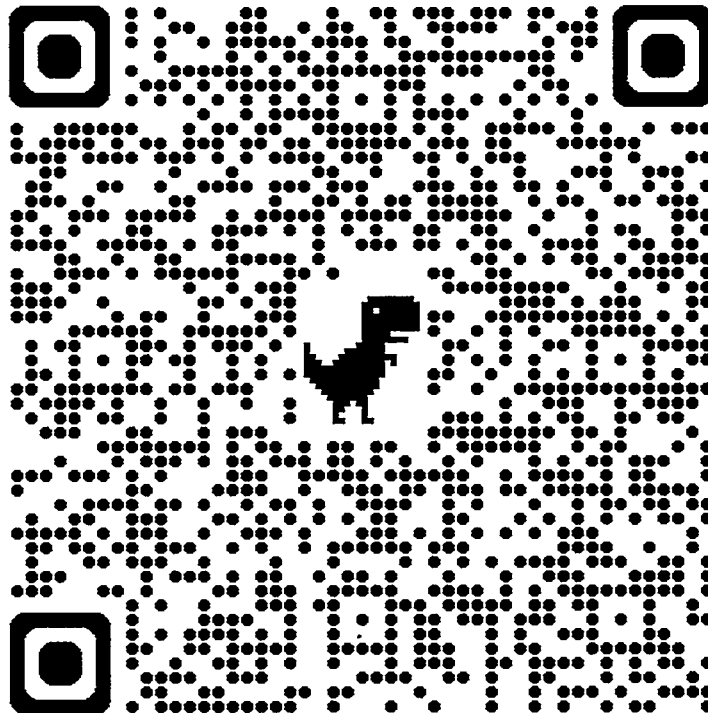
Email: bulacan@deped.gov.ph



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Annex A of Division Memorandum No. 27

Contract of Service Template
(Scan QR Code to download)



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