



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

19 January 2026

DIVISION MEMORANDUM
NO. 081 s. 2026

**SURVEY ON SCHOOL-BASED UTILITY WORKERS, SECURITY GUARDS AND
OTHER NON-TEACHING PERSONNEL FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
All Others Concerned

1. 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 personnel 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.
2. In line with this, as per DM-OUHRODI-2026-0038, school heads are requested to complete the survey to gather data on current expenditures, and work schedules of these positions which will serve as key input to the ongoing development of the School Organizational Structure and Staffing Standards (SOSSS).
3. The survey can be accessed **on or before January 23, 2026**, through the following link: **<https://bit.ly/SchoolNTP>**
4. For information and immediate compliance.


MA. JEANY T. ABAYON

Assistant School Division Superintendent
OIC-Office of the Schools Division Superintendent