



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

January 19, 2026

DIVISION MEMORANDUM

No. 042, s. 2026

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

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is DepEd Memorandum DM-OUHROD-2026-0038 entitled “Request to Complete Survey on School-Based Utility Workers, Security Guards, and Other Non-Teaching Staff for School Year 2025–2026,” issued by the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure.
2. In line with the Department’s five-point agenda, the said memorandum emphasizes the importance of adequate staffing support, particularly the vital role of non-teaching personnel, in ensuring the smooth and efficient day-to-day operations of schools.
3. All concerned School Heads are hereby directed to accomplish the required survey to generate data on the current expenditures, number, and work schedules of school-based Utility Workers, Security Guards, and other non-teaching personnel engaged using the School Maintenance and Other Operating Expenses (MOOE), subject to existing budgeting and accounting rules. The data to be collected shall serve as essential inputs to the development of the School Organizational Structure and Staffing Standards (SOSSS). The survey may be accessed through the following link: <https://bit.ly/SchoolNTP>
4. All concerned are reminded to complete and submit the survey on or before January 23, 2026. The Division Human Resource Management Office (HRMO) shall monitor compliance and provide the necessary assistance to schools.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination and compliance to this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



Enclosure : MEMORANDUM DM-OUHROD-2026-0038
Reference : MEMORANDUM DM-OUHROD-2026-0038
Allotment : N/A
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To be indicate in the **Perpetual Index** under the following subjects:

SURVEY SCHOOLS PERSONNEL

FN: Rhea Baroba/Records/OSDS



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 (BHROD-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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