

DepEd ICT Unit
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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. 0054 s. 2026

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

To: OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Education Program Supervisors and Public Schools District Supervisors
 Division Unit Heads & Specialist
 Public Elementary and Secondary School Heads
 All Others Concerned

- Attached is a copy of Memorandum DM-OUHROD-2026-0038 dated January 8, 2026 from Mr. WILFREDO E. CABRAL, Undersecretary for Human Resource and Organizational Development and Infrastructure, Department of Education (DepEd) titled "Request to complete survey on the School-Based Utility Workers, Security Guards, and other Non-teaching Staff for School Year 2025-2026", the content of which is self-explanatory, for information and for appropriate action of all concerned.
- The survey may be accessed through the following link: <https://bit.ly/SchoolNTP> to ensure the submission of the required inventory on or before **January 21, 2026**.
- For 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 at **(02) 8633-5397**.

NOEL D. BAGANO
 Schools Division Superintendent

Encl.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:
SURVEY

January 19, 2026
 OSDS/kc



Address: Pio Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: <https://www.depedvalenzuela.com>



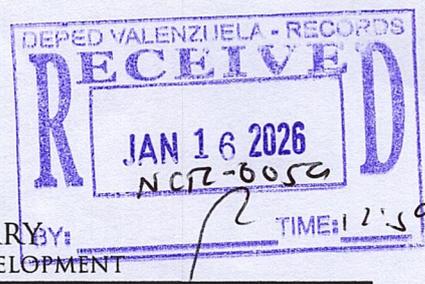


Republika ng Pilipinas

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/SchoolINTP>

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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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