



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

January 13, 2025

**DIVISION MEMORANDUM**

No. 022s, 2025

**CALL FOR RENEWAL AND HIRING 184 SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS) FOR IDENTIFIED SCHOOLS IN NORTHERN SAMAR DIVISION**

To: Assistant Schools Division Superintendent  
Division Human Resource Management Office  
Elementary and Secondary School Heads  
All other concerned

1. In support to *DepEd Order No. 002, S. 2024 "Immediate Removal of Administrative Tasks for Public School Teachers"* and DepEd Human Resource and Organizational Development Memorandum No DM-OUHROD-2025-0083 dated January 13, 2025, this Office hereby announces the **Call for Renewal and Hiring of New Replacement Applicants for 184 of School-based Administrative Support Staff under Contract of Service (COS), for identified Schools in the Schools Division of Northern Samar**. See enclosed list of *Eligible Schools*.
2. DepEd Northern Samar shall provide equal opportunity for employment for all interested qualified applicants, irrespective of age, race, ethnicity, religious affiliations, gender preference, and disability.
3. Interested **New /Replacement Applicants for Administrative Support Staff under CoS** must meet the following minimum qualifications:
  - a. **Education:** At least Senior High School graduate
  - b. **Training:** None Required
  - c. **Experience:** None Required
  - d. **Eligibility:** None Required

**Other qualifications:**

- a. Able to prepare templated reports
- b. Computer literate preferably in MS Office Suite
- c. Can operate office equipment (printers, fax machines, photocopiers, etc.)



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northersamar@deped.gov.ph](mailto:northersamar@deped.gov.ph)  
Division Official Website: <https://northersamar.deped.gov.ph>



4. The **Administrative Support Staff** shall be hired for the following periods and daily wages based on Wage Order No. RB VIII-24\* (*see attached Wage Order*):

<b>Periods of Contract</b>	<b>Authorized Daily Wages*</b>	<b>Equivalent Monthly Salary (Daily Wage x 22 days)</b>	<b>12.5% monthly salary Uniform Premium rate</b>	<b>Total Authorized Monthly Salary</b>
January 1, 2025, to May 31 2025	P 420.00	P 9,240.00	P 1,155.00	P 10,395.00
June 1, 2025, to December 2025*	P 435.00	P 9,570.00	P 1,196.25	P 10,766.25

\*Renewal of Contract shall be done due to Second Tranche implementation of the Wage Order increase to take effect on June 1, 2025. *See attached Wage Order for more information.*

5. **Procedure Renewal of Service Agreement for incumbent Administrative Support Staff under CoS.**

The School Head shall determine the performance of the CoS personnel either by RPMS IPCRF or established performance rating. **Only CoS personnel whose performance is rated at least "Satisfactory" (S) in the RPMS IPCRF or Performance Rating shall be allowed for renewal<sup>1</sup>.**

The School Head shall prepare and submit the following **Documents For Renewal of Service Agreement for incumbent Administrative Support Staff under CoS** to the Division Human Resource Management Office (HRMO) for review. two (2) copies of the following documentary requirements: one (1) original/authenticated and one (1) photocopied from the original/authenticated completely and properly arranged in the following order *Please see enclosure templates for renewal*:

- a. **Fully accomplished Authority to Renew,**
- b. **Terms of Reference,**
- c. **Fully accomplished Service Agreement** (*must not yet be notarized before signature and approval of the Schools Division Superintendent as appointing authority; notarization shall be done once approved*), **and**
- d. **Pertinent Papers for review of the Schools Division Superintendent:**
  - i. Duly accomplished RPMS – IPCRF or Performance Evaluation for the last rating period **with at least "Satisfactory" (S) rating<sup>2</sup>,**
  - ii. Duly accomplished, updated and notarized Personal Data Sheet (PDS) CSC Form 212, Revised 2017),
  - iii. Resume/Curriculum Vitae (CV),

<sup>1</sup> Civil Service Commission (CSC)-Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular No. 2, s. 2020 Guidelines on Hiring and Renewal of Contract of Service (CoS) and Job Order (JO) Workers.

- Section 6.0 "the renewal of contracts **shall be based on the performance of the COS/JO workers as evaluated by the head of the requesting agency or his/her authorized representative.**"

<sup>2</sup> Ibid.



- iv. Transcript of Records; School Form 10/SF10 or Form 137 – Permanent Record, Form 138 Report Card for with Senior High School Diploma, and
- v. Fully accomplished and notarized BIR Form 1901<sup>3</sup>.

**6. Procedure for Application New / Replacement Administrative Support Staff under Contract of Service (CoS)**

Interested applicants shall submit to the Office of the School Head of identified Schools two (2) copies of the following documentary requirements: one (1) original/authenticated and one (1) photocopied from the original/authenticated completely and properly arranged in the following order:

- a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE, JR, CESO VI**, Schools Division Superintendent c/o the name of School Head where the applicant intends to apply for **Administrative Support Staff under CoS**, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400.
- b. Duly accomplished, updated and notarized Personal Data Sheet (PDS) CSC Form 212, Revised 2017),
- c. Resume/Curriculum Vitae (CV),
- d. Transcript of Records; School Form 10/SF10 or Form 137 – Permanent Record, Form 138 Report Card for with Senior High School Diploma,
- e. Birth Certificate issued by the Philippine Statistics Authority, and
- f. Copy of BIR Tax Identification Number (TIN) ID Card<sup>4</sup>

**7. The Processing Schedules for the hiring of New / Replacement Administrative Support Staff under Contract of Service (CoS) are as follows:**

<b>Step for Applicant</b>	<b>Process Flow</b>	<b>Schedule/ Period</b>	<b>Persons Responsible</b>	<b>Duties of Responsible Persons</b>
Step 1	<b>Application Period:</b> The applicant shall submit his/her <b>application for New Replacement or Renewal Administrative Support Staff</b> at the Office of the School Head of the identified Schools.	<b>January 15-20, 2025</b>	School Head	The School Head shall accept and receive applicants within the period
Step 2	The applicant shall attend and participate in the assessment process, i.e., <b>interview, job demonstration, etc.,</b>	<b>January 15-20, 2025</b>	School Head	The School Head shall within the prescribed period: (1) conduct an assessment process to

<sup>3</sup> Ibid. - Section 7.0 "COS/JO workers must comply with all applicable laws, rules, and regulations, **including the payment of taxes.**"

<sup>4</sup> Ibid.

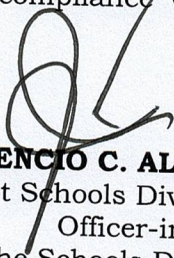


	by the concerned School Head.			determine the qualified applicants such as review of CV, interviews, etc. (2) Evaluate the results of the assessment process.
Step 3	<p>If the applicant is found qualified and recommended for Administrative Support Staff under (CoS), he/she shall sign the Terms of Reference and Service Agreement before submission to SDO.</p> <p>However, he is informed that the application is <b>still subject to the approval of the Schools Division Superintendent.</b></p>		School Head	<p>The School Head shall prepare:</p> <p>(1) Authority to Hire (2) Accomplished Terms of Reference (TOR), and (3) Contract of Service (CoS), and other hiring document</p> <p><b>NOTE:</b> The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, the recommended COS that is informed that their application is <b>still subject to approval of the SDS.</b></p>
Step 4	The applicant shall follow up on the status of his/her application with the School Head	<p><b>January 21, 2025</b> 1st District Schools</p> <p><b>January 22, 2025</b> 2nd District Schools</p>	School Head	The School Head shall submit authority to hire, contract, TOR, and other hiring documents to the Office of the Superintendent for approval.
Step 5	Once the contract has been approved by the Schools Division Superintendent, the CoS Administrative Support Staff <b>shall be responsible for having his/her contract notarized as</b> a copy of which must be submitted to the School Head for reference and payment of wages		<p>Division Legal Unit</p> <p>Schools Division Superintendent</p>	Review the contract and documentary requirements. After review and evaluation, the Schools Division Superintendent may sign and approve the CoS and supporting documents
Step 6	Report to the School for the first day of Service	<b>January 25, 2025, or five (5) days from approval of Contract</b>	HRM Office	Upon approval of Contract by the Schools Division Superintendent as Appointing Authority, HRM



				Office shall update the Status of Hiring of Administrative Staff Monitoring Tool
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8. Incomplete and late submission of application requirements shall **NO LONGER BE ENTERTAINED AFTER THE DEADLINE** set by this Memorandum to observe fairness and equity, and to promote merit and fitness. Interested applicants are advised to wear corporate attire during the interview by the School Head and/or by the Schools Division Superintendent as the case may be.
9. Immediate dissemination and strict compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE, JR., CESO VI,**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DepEd Northern Samar  
**RELEASED**  
By:           RS            
Date:           1-16-25



Enclosure to DM No. \_\_\_\_\_ s, 2025

**List of Identified Schools Eligible for Administrative Support Staff  
under Contract of Service (COS)  
FY 2025**

<b>No.</b>	<b>School ID</b>	<b>Name of School</b>
1	122780	Caputian Elementary School
2	122786	Lipata Elementary School
3	122789	Sta. Rita Elementary School
4	303562	Lipata National High School
5	303576	San Antonio National High School
6	122807	E. Duran Elementary School
7	122811	Kalantiao Elementary School
8	122808	J.A. Santos Elementary School
9	122823	Diraya Elementary School
10	122894	Viena Maria Elementary School
11	122876	Boring Elementary School
12	122900	Hinagonoyan Elementary School
13	122906	Nag-Ocan Elementary School
14	122908	Osang Elementary School
15	122910	Roxas Elementary School
16	303554	Hibubullao National High School
17	313617	San Vicente National High School
18	122905	Nabulo Elementary School
19	122892	Tangbo Elementary School
20	122902	Libon Elementary School
21	122903	Lubedico Elementary School
22	122893	Tongodnon Elementary School
23	122935	San Antonio Elementary School
24	313602	Anito National High School
25	122921	Cadean Elementary School
26	122929	Henogawe Elementary School
27	122931	Lunoy Elementary School
28	122934	Rizal Elementary School
29	122924	G.M Osias Elementary School
30	303553	Bangon National High School
31	122951	Yapas Elementary School
32	303586	Vigo National High School
33	122938	Cagaasan Elementary School
34	122942	G.B. Tan Elementary School
35	122940	Canyomanao Elementary School
36	122959	Inamlan Elementary School
37	122958	Gapasgapas Elementary School
38	303538	Cahayagan National High School
39	122954	Binaticlan Elementary School



40	122973	Burabod Elementary School
41	122986	Sibunot Elementary School
42	303533	Batag National High School
43	122969	Abaton Elementary School
44	313613	La Perla National High School
45	122989	Yabyaban Elementary School
46	122944	Rombang Elementary School
47	122994	Can-Omanio Elementary School
48	122991	Bagacay Elementary School
49	123000	Palanas Elementary School
50	123019	Hangi Elementary School
51	123013	Enoman Elementary School
52	123036	Quirino Elementary School
53	123048	San Jose Elementary School
54	123045	San Francisco Elementary School
55	123012	E. Perez Elementary School
56	123041	Sag-Od Elementary School
57	193014	San Isidro I Elementary School
58	123008	Catoto-Ogan Elementary School
59	123032	Osmena Elementary School
60	123028	McArthur Elementary School
61	123054	Victory Elementary School
62	123042	San Andes Elementary School
63	123027	Mabini Elementary School
64	123067	Macarthur Elementary School
65	193016	Macarthur II Primary School
66	123074	San Miguel Elementary School
67	123101	San Jose Elementary School
68	123098	Roxas Elementary School
69	123089	Hinaronagan Elementary School
70	123103	Upper Caynaga Elementary School
71	123102	San Miguel Elementary School
72	123106	Magsaysay Elementary School
73	123112	San Jose Elementary School
74	123109	Naparasan Elementary School
75	123110	Pangudtan Elementary School
76	313607	Siljagon National High School
77	123124	Imelda Elementary School
78	123125	La Trinidad Elementary School
79	123119	Crystal Mountain Elementary School
80	193012	Cagmanaba Primary School
81	123160	Natawo Elementary School
82	123152	Mabaras Elementary School
83	123146	Cag-Anibong Elementary School



84	123143	Bukid Elementary School
85	123156	Matambang Elementary School
86	123183	Paninirongan Elementary School
87	123175	Doña Anecita Elementary School
88	123174	Don Sixto Balanquit Elementary School
89	123187	Ynaguingayan Elementary School
90	123171	Cagbigajo Elementary School
91	123188	Aguada Elementary School
92	123202	Rizal Elementary School
93	123209	Caglanipao Elementary School
94	123238	Ginagdanan Elementary School
95	313618	Balnasan National High School
96	123246	Maragat Elementary School
97	123263	Giguimitan Elementary School
98	123262	Gic-Boan Elementary School
99	123251	Balud Elementary School
100	123259	Deit De Turag Elementary School
101	123265	Giparayan De Turag Elementary School
102	123260	Gebonawan Primary School
103	123280	Pasabuena Elementary School
104	123283	San Roman Elementary School
105	123279	Maxvilla Elementary School
106	122930	Libertad Elementary School
107	193011	Sta. Potenciana Elementary School
108	123147	Campedico Elementary School
109	122993	Can Maria Elementary School
110	313625	Taylor National High School
111	303530	Alegria National High School
112	300495	Magsaysay National High School
113	122873	Polangi Elementary School
114	122795	Macaret Elementary School
115	122799	Talisay Elementary School
116	122800	Tampipi Elementary School
117	122810	J.P Laurel Elementary School
118	122812	M.L Quezon Elementary School
119	193002	Tarugan Primary School
120	122851	Tinowaran Elementary School
121	193007	Balud Elementary School
122	122874	San Isidro Elementary School
123	122852	Tranque Elementary School
124	122860	Salvacion Elementary School
125	122861	San Julian Elementary School
126	122847	Gilalan-Agan Elementary School
127	122859	Paticua Elementary School



128	123066	Libertad Elementary School
129	123069	Malico-Lico Elementary School
130	123072	San Jose Elementary School
131	123079	Villahermosa Elementary School
132	123068	Magsaysay Elementary School
133	123076	Urdaneta Elementary School
134	123077	Villa Elementary School
135	123078	Villaflores School Elementary School
136	313623	Maravilla National High School/Guillermo C. Adriatico Sr. National High School
137	123070	Maravilla Elementary School
138	123073	San Juan Elementary School
139	123097	Paguite Elementary School
140	123137	Talolora Primary School
141	123135	San Juan Elementary School
142	123194	Ligaya Elementary School
143	193004	RF Tobes Elementary School
144	303536	Buenavista National High School
145	123201	Pilar Elementary School
146	123197	Burabod Elementary School
147	303575	San Antonio Agricultural and Vocational School
148	123217	Seven Hills Elementary School
149	123210	Happy Valley Elementary School
150	123218	Sto. Niño Elementary School
151	123208	Cabalwa Primary School
152	123226	Layuhan Elementary School
153	123230	San Lorenzo Elementary School
154	123222	Bonglas Primary School
155	123277	Luisita Elementary School
156	123281	San Lazaro Elementary School
157	123272	Buenos Aires Elementary School
158	330502	Maxvilla National High School
159	122877	Cagbugna Primary School
160	122887	Mag-Ongon Elementary School
161	122882	Guibungan Elementary School
162	303544	Catubig Valley National High School
163	122879	Calingnan Elementary School
164	122880	Canuctan Elementary School
165	122933	Malidong Elementary School
166	122918	Bonifacio Elementary School
167	122982	Lawaan Elementary School
168	122984	Palmera Primary School
169	122988	Tarusan Primary School
170	122972	Bongliw Elementary School
171	122979	Catigbian Elementary School



172	122957	Candawid Elementary School
173	303574	Salvacion National High School
174	123030	Mamaro Elementary School
175	123044	San Fernando Elementary School
176	123040	Rufino Elementary School
177	123025	Lonoy Elementary School
178	123039	Roxas Elementary School
179	313609	Cabatuan National High School
180	123179	Igot Elementary School
181	123181	Manahaw Elementary School
182	123184	San Ramon Elementary School
183	306029	Canjumadal National High School
184	123185	Senonogan Elementary School





**Templates for New/Replacement CoS:**

1. Authority to Hire
2. Terms of Reference
3. Contract of Service

**Republic of the Philippines**  
**Department of Education**  
**REGION VIII**  
**SCHOOLS DIVISION OF NORTHERN SAMAR**

**Office of the Schools Division Superintendent**

**FOR :** **GAUDENCIO C. ALJIBE, JR, CESO VI**  
 Schools Division Superintendent

**THRU:** **EUNICE V. TARINGTING**  
 Administrative Officer IV/HRM Officer  
 Division HRM Office

**FROM:** INSERT HERE NAME OF SCHOOL HEAD  
 Position: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 School Name: \_\_\_\_\_

**SUBJECT:** **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS)**

**DATE:** \_\_\_\_\_

**I. PROPOSED CoS**

In order to augment the regular workforce of the above School, may we respectfully request for authority to renew the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Insert Name of proposed CoS]	Administrative Support	Authorized daily wage rate from January 1, 2025, to May 31, 2025  <b>P 420.00/day</b>

**II. TERMS OF REQUEST**

**NOTE:** Description of the work to be done by the COS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the COS as guided by the Sample TOR.

Proposed work category	Expected output	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none"> <li>• Notice of Meeting</li> <li>• Minutes of Meeting</li> <li>• Templated reports</li> <li>• Others, please specify</li> </ul>	<ul style="list-style-type: none"> <li>• Provide overall administrative and clerical support to the School Head and other school personnel in the</li> </ul>





		<p>daily operations of the school;</p> <ul style="list-style-type: none"> <li>• Assist the School Head in preparing and conducting programs, projects, and activities; and</li> <li>• Perform other administrative and clerical assistance as may be determined by the School Head.</li> </ul>
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### III. QUALIFICATION STANDARDS

**NOTE:** Qualities that make the proposed COS appropriate for the position. This is aligned with the minimum qualifications in the Terms of Reference (TOR).

- **Education:** At least Senior High School graduate
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required

**Other qualifications:**

- Able to prepare templated reports
  - Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)

### IV. JUSTIFICATION

**NOTE:** Kindly provide the (a) profile of applicants; (b) assessment process; and (c) justification.

#### A. Profile of the Applicants

Name	Highest Educational Attainment	Age	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



**B. Assessment Process Conducted to Evaluate Applicants**

*(briefly describe the process undergone by the school)*

**C. Results of Assessment**

*(present the results of the assessment and statement of reason for selecting an applicant)*

It is understood that the CoS to be renewed has satisfied the minimum performance rating set by the Department. Furthermore, he or she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR) –
2. Contract of Service (signed by the recommended applicant)
3. Updated Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017) \*\*
4. Resume/Curriculum Vitae (CV)\*\*
5. Transcript of Records\*\*

*\*\*To be prepared and accomplished by the applicant*

**To be Accomplished by the Office of the Schools Division Superintendent**

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

**Approve** the request for authority to renew the recommended administrative support under contract of service for:

[Insert School ID-School Name].

**Disapprove** the request due to:

[state reason/s].

This Office requires the accomplishment of the following for resubmission:  
[list of requirements]

**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Schools Division Superintendent



**TERMS OF REFERENCE  
ADMINISTRATIVE SUPPORT STAFF**

Name : \_\_\_\_\_  
 Position : **Administrative Support**  
 School Assignment : \_\_\_\_\_  
 Monthly Salary : \_\_\_\_\_

<b>Period</b>	<b>Authorized Daily Wages*</b>	<b>Equivalent Monthly Salary (Daily Wage x 22 days)</b>	<b>12.5% from monthly salary Uniform Premium rate</b>	<b>Total Authorized Monthly Salary</b>
January 1, 2025, to May 31 2025	P 420.00	P 9,240.00	P 1,155.00	P 10,395.00

**General:**

The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and clerical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.

**Minimum Qualification/s:**

- **Education:** At least Senior High School Graduate
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required

**Other qualifications:**

- Able to prepare templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

**Duties and Responsibilities:**

- Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing and conducting programs, projects, and activities; and
- Perform other administrative and clerical assistance as may be determined by the School Head.

**Source of Fund:**

Maintenance and Other Operating Expenses (MOOE)

Conforme:

Approved by:

Signature:		Signature	
Name of CoS		Name of School Head	



**CONTRACT OF SERVICE**

**KNOW ALL MEN BY THESE PRESENTS:**

This Contract, made and entered into by and between:

The Department of Education, **Schools Division of Northern Samar**, with office address at Mabini St., Catarman, Northern Samar herein represented by **GAUDENCIO C. ALJIBE, JR, CESO VI**, Schools Division Superintendent herein referred to as the "First Party",

and

**Mr/s. [Insert Name of proposed CoS]** of legal age, Filipino citizen and with residence address at **(address)**, herein after referred to as the "Second Party".

**- WITNESSETH -**

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform the administrative tasks removed from the workload of teachers;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the school where he/she is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that he/she has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the Second Party is hereby contracted to render services for the following period and daily wage based on Wage Order No. RB VIII-24\* (see attached wage Order) as follows:

Period	Authorized Daily Wages*	Equivalent Monthly Salary (Daily Wage x 22 days)	12.5% from monthly salary Uniform Premium rate	Total Authorized Monthly Salary
<b>January 1, 2025, to May 31 2025</b>	<b>P 420.00</b>	<b>P 9,240.00</b>	<b>P 1,155.00</b>	<b>P 10,395.00</b>

GAUDENCIO C. ALJIBE, JR, CESO VI  
Schools Division Superintendent

Second Party



- and in consideration of the above monthly rate to be paid after every 15<sup>th</sup> and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;
6. That the Second Party shall report to the assigned school five (5) days after the date of the execution of this contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the **Schools Division Office – Division HRM Office**.
  7. That unless otherwise amended by further policy issuance, the Second Party shall be paid a premium per month based on the monthly remuneration rate, the percentage of which shall be determined by the First Party, subject to the availability of funds, and which shall in no case exceed the maximum allowable rate as provided by relevant rules and regulations;
  8. That the Second Party is expected to perform the following functions:
    - a.) Provide administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
    - b.) Assist the School Head in preparing and conducting programs, projects, and activities; and
    - c.) Perform other administrative and clerical assistance as may be determined by the School Head.
  9. That the Second Party shall render full time service to the school where he/she is assigned;
  10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
  11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;
  12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
  13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and



14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this \_\_\_ day of \_\_\_\_\_, 2025 at **Catarman, Northern Samar** Philippines.

**DEPARTMENT OF EDUCATION:**

**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Schools Division Superintendent  
*First Party*

[Insert Name of proposed CoS ]

*Second Party*

*Signed in the presence of:*

\_\_\_\_\_  
*School Head*

\_\_\_\_\_  
*Administrative Officer II*

**REPUBLIC OF THE PHILIPPINES )**  
**PROVINCE OF NORHTERN SAMAR ) S.S.**

**BEFORE ME**, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
<b>GAUDENCIO C. ALJIBE, JR</b>		
<i>Name of Proposed CoS</i>		

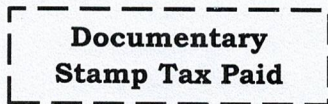
are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of **three (3) pages** including this page wherein this acknowledgment is written and is signed by the parties and their instrumental witnesses on each and every page hereof.

**WITNESS MY HAND AND SEAL**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at **Catarman, Northern Samar**, Philippines.

Doc. No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of 2025

NOTARY PUBLIC



*Page 3 of 3 – CoS Contract of Service*





**Templates for Renewal of CoS:**

1. Authority to Renew
2. Terms of Reference
3. Contract of Service

Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

FOR : **GAUDENCIO C. ALJIBE, JR, CESO VI**  
Schools Division Superintendent

THRU: **EUNICE V. TARINGTING**  
Administrative Officer IV/HRM Officer  
Division HRM Office

FROM: INSERT HERE NAME OF SCHOOL HEAD  
Position: \_\_\_\_\_  
School ID: \_\_\_\_\_  
School Name: \_\_\_\_\_

SUBJECT: **REQUEST FOR AUTHORITY TO RENEW  
ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF  
SERVICE (CoS)**

DATE: \_\_\_\_\_

**I. PROPOSED CoS FOR RENEWAL**

In order to augment the regular workforce of the above School, may we respectfully request for authority to renew the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Insert Name of proposed CoS for renewal]	Administrative Support	Authorized daily wage rate from January 1, 2025, to May 31, 2025  <b>P 420.00/day</b>

**II. JUSTIFICATION**

This School is one of the identified eligible schools for the hiring of school-based Administrative Support Staff as determined by the Schools Division Office under DM-OUHROD-2024-0123, *Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers pursuant to DepEd Order No. 002, s. 2024.*





### III. TERMS OF REFERENCE

**NOTE:** Description of the work to be done by the CoS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the COS as guided by the sample TOR.

Proposed work category	Expected output	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none"> <li>● Notice of Meeting</li> <li>● Minutes of Meeting</li> <li>● Templated reports</li> <li>● Others, please specify</li> </ul>	<ul style="list-style-type: none"> <li>● Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school;</li> <li>● Assist the School Head in preparing and conducting programs, projects, and activities; and</li> <li>● Perform other administrative and clerical assistance as may be determined by the School Head.</li> </ul>

It is understood that the CoS to be renewed has satisfied the minimum performance rating set by the Department. Furthermore, he or she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR) – (*this page*)
2. Contract of Service (signed by the recommended applicant)
3. Updated Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017) \*\*
4. Resume/Curriculum Vitae (CV)\*\*
5. Transcript of Records\*\*

*\*\*To be prepared and accomplished by the applicant*



**To be Accomplished by the Office of the Schools Division Superintendent**

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

**Approve** the request for authority to renew the recommended administrative support under contract of service for:

[Insert School ID-School Name].

**Disapprove** the request due to:

[state reason/s].

This Office requires the accomplishment of the following for resubmission:  
[list of requirements]

**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Schools Division Superintendent



**CONTRACT OF SERVICE**

**KNOW ALL MEN BY THESE PRESENTS:**

This Contract, made and entered into by and between:

The Department of Education, **Schools Division of Northern Samar**, with office address at Mabini St., Catarman, Northern Samar herein represented by **GAUDENCIO C. ALJIBE, JR, CESO VI**, Schools Division Superintendent herein referred to as the "First Party",

and

**Mr/s. [Insert Name of proposed CoS for renewal]** of legal age, Filipino citizen and with residence address at **(address)**, herein after referred to as the "Second Party".

**- WITNESSETH -**

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform the administrative tasks removed from the workload of teachers;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the school where he/she is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that he/she has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the Second Party is hereby contracted to render services for the following period and daily wage based on Wage Order No. RB VIII-24\* (see attached wage Order) as follows:

Period	Authorized Daily Wages*	Equivalent Monthly Salary (Daily Wage x 22 days)	12.5% from monthly salary Uniform Premium rate	Total Authorized Monthly Salary
<b>January 1, 2025, to May 31 2025</b>	<b>P 420.00</b>	<b>P 9,240.00</b>	<b>P 1,155.00</b>	<b>P 10,395.00</b>

GAUDENCIO C. ALJIBE, JR, CESO VI  
Schools Division Superintendent

Second Party



- and in consideration of the above monthly rate to be paid after every 15<sup>th</sup> and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;
6. That the Second Party shall report to the assigned school five (5) days after the date of the execution of this contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the **Schools Division Office – Division HRM Office**.
  7. That unless otherwise amended by further policy issuance, the Second Party shall be paid a premium per month based on the monthly remuneration rate, the percentage of which shall be determined by the First Party, subject to the availability of funds, and which shall in no case exceed the maximum allowable rate as provided by relevant rules and regulations;
  8. That the Second Party is expected to perform the following functions:
    - a.) Provide administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
    - b.) Assist the School Head in preparing and conducting programs, projects, and activities; and
    - c.) Perform other administrative and clerical assistance as may be determined by the School Head.
  9. That the Second Party shall render full time service to the school where he/she is assigned;
  10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
  11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;
  12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
  13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and



14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this \_\_\_ day of \_\_\_\_\_, 2025 at **Catarman, Northern Samar** Philippines.

**DEPARTMENT OF EDUCATION:**

**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Schools Division Superintendent  
*First Party*

[Insert Name of proposed CoS for renewal]  
\_\_\_\_\_  
*Second Party*

*Signed in the presence of:*

\_\_\_\_\_  
*School Head*

\_\_\_\_\_  
*Administrative Officer II*

**REPUBLIC OF THE PHILIPPINES** )  
**PROVINCE OF NORHTERN SAMAR** ) **S.S.**

**BEFORE ME**, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
<b>GAUDENCIO C. ALJIBE, JR</b>		
<i>Name of Proposed CoS</i>		

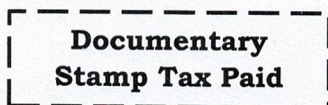
are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of **three (3) pages** including this page wherein this acknowledgment is written and is signed by the parties and their instrumental witnesses on each and every page hereof.

**WITNESS MY HAND AND SEAL**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at **Catarman, Northern Samar**, Philippines.

Doc. No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of 2025

NOTARY PUBLIC



*Page 3 of 3 – CoS Contract of Service*

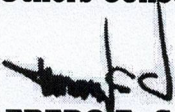




Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-0083**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**All Others Concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **GUIDELINES ON THE RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR THE PROVIDED ELIGIBLE SCHOOLS**

DATE : 13 January 2025

In support of DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and to ensure no disruption of day-to-day school operations, the Department shall continue to **download additional Maintenance and Other Operating Expenses (MOOE)** for the **renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS)**.

In this regard, the field offices are instructed to adhere to the following guidelines and procedures:

**I. List of Eligible Schools**

- A. There shall be no changes to the list of eligible schools. The list of schools per Schools Division Office (SDO) can be accessed through this link: <https://bit.ly/ListofEligibleSchools>.
- B. The schools that were allocated with CoS personnel due to utilization of savings from the downloaded FY 2024 MOOE are not covered in the list of eligible schools.

**II. Terms of Reference**

- A. The Administrative Support Staff under the CoS engagement shall provide assistance to the school in the delivery of prompt and quality administrative and clerical support in accordance with the Department's policies and procedures.



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

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 5



Certificate No. PMP 0185  
22 01 004



The position shall be under the direct supervision of the School Head. The following are their specific duties and responsibilities:

- Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing and conducting programs, projects, and activities; and
- Perform other administrative and clerical assistance as may be determined by the School Head.

B. The minimum qualifications for the administrative support staff are as follows:

- **Education:** At least Senior High School graduate
- **Training:** None Required
- **Experience:** None Required
- **Eligibility:** None Required

**Other qualifications:**

- Able to prepare templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

### III. Downloading of Additional MOOE

A. The payment of monthly salary covering the entire duration of the service agreement, including premium of the Administrative Support Staff, shall be sourced from the additional MOOE to be downloaded to the school concerned, subject to the usual budgeting, accounting, and auditing laws, rules, and regulations.

B. The additional MOOE to be downloaded shall be sourced from the General Management and Supervision (GMS) MOOE of the Central Office and/or other funding sources that the Central Office may identify as necessary and applicable. The downloading of additional MOOE shall commence upon approval of the FY 2025 General Appropriation Act (GAA) and issuance of the National Budget Circular for the Guidelines on the Release of Funds for FY 2025. Hence, the CoS personnel to be renewed or hired shall be advised of the possible delay in the release of their monthly salary. Nonetheless, the Central Office shall exhaust all measures to expedite the downloading of funds.

### IV. Renewal of Service Agreement

For incumbents who shall continue to render their services, the following guidelines and procedures shall be observed:

A. The SDO, in coordination with the concerned School Heads, shall determine the performance of the CoS personnel in the accomplishment of school deliverables that are specified in their Terms of Reference (ToR), as may be reflected in the RPMS IPCRF or other established mechanisms accounting for performance of personnel. In the absence of an accomplished RPMS IPCRF or any other established mechanisms, an incumbent cannot renew his/her service agreement.



- B. The School Head shall prepare and submit the **Authority to Renew, Service Agreement, ToR**, and other hiring documents for processing by the SDO.
- C. The SDO – Administrative Unit (Personnel Section) shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Office of the Schools Division Superintendent (SDS) for approval.
- D. The SDS shall evaluate and sign the service agreement. Once the service agreement is approved, the CoS personnel shall be responsible for having their service agreement notarized.

**V. New Hires**

In cases where there shall be changes in the incumbents, the following guidelines and procedures shall be observed to facilitate **hiring for replacement**:

- A. The SDO – Human Resource Management Office (SDO-HRMO) shall post the job vacancy for Administrative Support Staff (CoS) for at most ten (10) calendar days.
- B. The School Head, in coordination and consultation with the SDO-HRMO, shall conduct the assessment process for qualified applicants such as review of the curriculum vitae, interviews, etc. It is also the responsibility of the School Head to evaluate the results of the assessment.
- C. The School Head shall prepare and submit the following:
  - 1. Authority to Hire
  - 2. Accomplished Terms of Reference (ToR)
  - 3. Signed Service Agreement
  - 4. Updated and Notarized Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017)
  - 5. Curriculum Vitae (CV)
  - 6. Transcript Of Records
  - 7. Certificate of Training (if applicable)
  - 8. Birth Certificate issued by Philippine Statistics Authority (PSA)
  - 9. BIR Tax Identification No. (TIN)

*\*Items 4-9 shall be submitted by the applicant to the School Head.*

**Note:** The recommended CoS for hiring should sign the ToR and Service Agreement before the School Head submits them to the SDO. However, the recommended CoS must be informed that their application is still subject to approval of the SDS.

- D. The SDO – Administrative Unit (Personnel Section) shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Office of the SDS for approval.
- E. The SDS shall evaluate and sign the service agreement once reviewed and approved. Moreover, the CoS personnel shall be responsible for the notarization of their approved service agreement.



**VI. Payment of Salary and Premium**

A. The salary of the renewed and hired CoS personnel shall be computed as follows:

<b>Regional Minimum Wage*</b>	<b>x</b>	<b>22 days</b>	<b>=</b>	<b>Monthly Salary</b>
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*\*The copy of the updated Regional Minimum Wage can be accessed in the online repository of templates provided in Item VIII of this Memorandum.*

B. The renewed or hired CoS personnel shall prepare the taxation requirements (e.g., BIR Form No. 1901/1905 verified by the concerned Revenue District Office (RDO), Annex B-2 duly notarized with documentary stamp) with guidance from the SDO.

C. As a general rule, the payment of salary and premium of the Administrative Support Staff shall be made by the school concerned in accordance with the following procedures:

1. The hired CoS personnel shall prepare their **accomplishment report** and **daily time record (DTR)**.
2. The schools, upon review of the accomplishment report and DTR, shall pay the salary of the Administrative Support Staff and submit the required documents for liquidation of CoS salary to the SDO. The **accomplishment report, DTR, and notarized service agreement** shall be attached.
3. The SDO shall liquidate the cash advance for salary of CoS personnel in non-implementing units in accordance with existing procedures.

D. For cases where SDOs or Implementing Units (IUs) opt to process payments through payrolls (List of Due and Demandable Accounts Payable), they may adopt such an arrangement, if deemed convenient and practicable, in accordance with existing procedures.

E. All Regions shall have a **uniform premium rate of 12.5%**. The payment of premium shall be given in tranches, as follows:

<b>Premium Payment</b>	<b>Payment Schedule</b>
January to June	June
July to November	December
December	January (next year)

F. The premium shall be computed as follows:

<b>Premium Rate (12.5%)</b>	<b>x</b>	<b>monthly salary</b>	<b>=</b>	<b>Premium Cost</b>
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**VII. Monitoring**

A. The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall monitor the progress of the renewal and hiring of the school-based Administrative Support Staff under CoS. The monitoring tool to be used shall be issued separately.



- B. The ROs and the SDOs shall be responsible for the monitoring of the utilization of the downloaded additional MOOE.

### VIII. Templates

All templates for the Authority to Renew, Authority to Hire, ToR, service agreement, and other relevant documents can be accessed through this link: [https://bit.ly/QuickGuide\\_HIRINGPROCESS](https://bit.ly/QuickGuide_HIRINGPROCESS).

Should there be further questions or concerns, please contact the BHROD-SED through landline (02) 8633-5397 or email [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For immediate dissemination and appropriate action.

*Copy furnished:*

**OFFICE OF THE SECRETARY**





Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 National Wages and Productivity Commission  
**REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD**  
 Regional Board No. VIII  
 Tacloban City



### WAGE ORDER NO. RB VIII-24

#### PROVIDING FOR A MINIMUM WAGE INCREASE IN REGION - VIII

**WHEREAS**, the Regional Tripartite Wages and Productivity Board - VIII is mandated under **Republic Act No. 6727 (RA No. 6727)**, otherwise known as the Wage Rationalization Act, to periodically assess wage rates and conduct continuing studies in the determination of the minimum wage applicable in the region or industry;

**WHEREAS**, the current Wage Order No. **RB VIII-23** took effect on November 30, 2023;

**WHEREAS**, pursuant to *Section 3(A), Rule II of the Omnibus Rules Minimum Wage Determination*, as amended, in the absence of any petition for a minimum wage adjustment filed, the Board may, *motu proprio*, initiate wage review;

**WHEREAS**, the Board conducted consultations with specific groups such as employees' and employers' groups, industry associations, provincial, city and municipal officials, concerned government agencies and other interested parties on the following dates and places:

Date	Venue
September 05, 2024	Alegro Hotel and Restaurant, Catbalogan City, Samar
September 12, 2024	Carlosta Hotel, Ormoc City, Leyte
September 19, 2024	Saint Joseph College, Maasin City, Southern Leyte
September 26, 2024	Diamond Hotel and Resto, Catarman, Northern Samar

**WHEREAS**, on October 05, 2024, the Board published the Notice of Public Hearing in a newspaper of general circulation in the region and posted the said notice in at least three (3) public places in the region;

**WHEREAS**, after due notice to all stakeholders, the Board conducted a public hearing on October 21, 2024 at Avior Hotel, Tacloban City wherein the public was engaged in a discussion on wages and evidence and testimonies were received and heard to determine if wage adjustment is necessary;

**WHEREAS**, in setting the minimum wage, the Board has to consider the various criteria under **RA No. 6727**, as well as the procedures laid down in the Omnibus Rules on Minimum Wage Determination, as amended;

**WHEREAS**, after a thorough review and evaluation of the existing socio-economic conditions in the region, the following were established:

- Based on the current Consumer Price Index (CPI) in the region, the average inflation rate from the effectivity of the last wage increase in November 2023 up to September 2024 is 3.6 %;
- The poverty threshold based on the latest available data provided by the Philippine Statistics Authority (PSA) for an average family size of five (5) in 2023 is in the amount of Four hundred forty-four pesos (P444.00); and
- The Gross Regional Domestic Product of Region VIII is at 6.4% for 2022-2023 using constant 2018 prices.

**WHEREAS**, after due consideration of the results of the consultations and public hearing, and a thorough review and evaluation of the existing socio-economic conditions in the region, the Board unanimously agreed to adjust the prevailing daily wage rates of workers in the Region to enable them to cope with the rising cost of living without impairing the viability of business/industry and with due consideration to the requirements of socio-economic development;

**NOW THEREFORE**, by virtue of the power and authority vested under RA No. 6727, RTWPB-VIII hereby issues this Wage Order.

**Section 1. Amount of Increase.** Upon effectivity of this Wage Order, minimum wage earners in the private sector in the Region shall receive a basic wage increase of P30.00 per day to be given in two (2) tranches as follows:

- First Tranche: P15.00 per day from effectivity;
- Second Tranche: Additional P15.00 per day starting on June 1, 2025.

**Section 2. New Minimum Wage Rates.** The new daily minimum wage rates in Region - VIII shall be as follows:

Sectors/Industry	Current Minimum Wage Rates	Wage Increase (Upon Effectivity)	New Minimum Wage Rates	Wage Increase starting June 1, 2025	New Minimum Wage Rates
Non-Agriculture	405.00	15.00	420.00	15.00	435.00
Service/Retail Establishment:					
Employing 11 workers and above	405.00	15.00	420.00	15.00	435.00
Employing 10 workers and below	375.00	15.00	390.00	15.00	405.00
Cottage and Handicraft	375.00	15.00	390.00	15.00	405.00
Agriculture	375.00	15.00	390.00	15.00	405.00

**Section 3. Basis of Minimum Wage Rates.** The minimum wage rates prescribed under this Order shall be for the normal working hours which shall not exceed eight (8) hours of work a day.

**Section 4. Covered.** The wage increase prescribed herein shall apply to all minimum wage earners in the private sector within the region, regardless of their position, designation or status and irrespective of the method by which their wages are paid.

**Section 5. Penal Provision.** Any person, corporation, trust, firm, partnership, association or entity which refuses or fails to pay the prescribed increase shall be dealt with pursuant to the provisions of *Section 12 of RA No. 6727*, as amended by **RA No. 8188**.

**Section 6. Effectivity.** This Wage Order shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

APPROVED. This 5th day of November 2024.

Done in Tacloban City, Philippines.

**Atty. Miguel T. Tezon**  
 Member  
 Workers' Sector

**Edwin C. Mafias**  
 Member  
 Employers' Sector

**Efren M. Gabriola**  
 Member  
 Workers' Sector

**Atty. Kenneth B. Cabala**  
 Member  
 Employers' Sector

**Meylene C. Rosales**  
 Vice-Chairperson  
 National Economic &  
 Development Authority

**Celerina T. Bato**  
 Vice-Chairperson  
 Department of Trade & Industry

**Atty. Dax B. Villaruel**  
 Chairperson  
 Department of Labor and Employment