



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

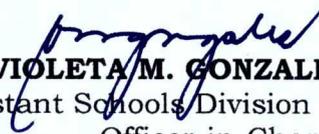
JAN 19 2026

MEMORANDUM
No. 027, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

- Attached is **DM-OUHROD-2026-0038**, with the subject, **Request to Complete Survey on School-Based Utility Workers, Security Guards, and Other Non-Teaching Staff for School Year 2025-2026**, the contents of which are self-explanatory, for the information and guidance of all concerned.
- Attention is invited to paragraphs 4 and 5, particularly on the survey link: <https://bit.ly/SchoolNTP> and the deadline of submission on **January 23, 2026**, respectively.
- In view of the issuance, this Office directs all School Heads to accomplish the said survey and fill out the Schools Division Office Monitoring Form through this link: <https://tinyurl.com/SURVEYUSGNTPFY2>
- Immediate and wide dissemination of this Memorandum is earnestly desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encls: As stated.
References: as stated.
To be indicated in the Perpetual of Index
under the following subjects:

NON-TEACHING SCHOOL-BASED PERSONNEL

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

027/January 19, 2025

NUM-2026-027



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027



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