



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII (Caraga)
Jose Rosales Avenue, Butuan City
Tel. No. 342-8207



2018 - 12 - 16863

MEMORANDUM

To : All Schools Division Superintendent
This Region

From :  **FRANCIS CESAR B. BRINGAS, CESO V**
OIC, Regional Director

Subject : **INVENTORY OF CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) PERSONNEL**

Date : December 6, 2018



Please find copy of Memorandum DM-OUFDA-2018-033 dated December 4, 2018 on the **INVENTORY OF CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) PERSONNEL IN DepEd REGIONAL OFFICES.**

Submit the required report using the attached template and send to sheryl.puyo@deped.gov.ph today, December 6, 2018.

For strict and immediate compliance.

ROA10/PS/srp
06 December 2018
FN: memo_COS and JO



Sheryl

Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Finance – Disbursements and Accounting

Office of the Dir. IV, FS-DA
RECEIVED BY: PAM LOVERIA
Time: 4:25
Date: 12-4-18

MEMORANDUM
DM-OUFDA-2018-033

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents
All Others Concerned
This Department



FROM : **VICTORIA L.M. CATIBOGA**
Undersecretary for Finance – Disbursements and Accounting

SUBJECT : **INVENTORY OF CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) PERSONNEL IN DepEd REGIONAL OFFICES**

DATE : 04 December 2018

In preparation for the Department of Education's 2019 Plenary Budget Deliberations at the Senate this coming December 11, 2018, all Regional Offices are hereby directed to submit on or before December 6, 2018 (Thursday) the following data, viz.:

1. **Inventory of Contract of Service (CoS) and/or Job Order (JO) Personnel**
 - A. Number of CoS/JO per division office with corresponding monthly rate
 - B. Total number of CoS/JO in the respective Regional Offices with corresponding monthly rate

Division Offices are likewise instructed to submit the required report to their respective Regional Offices for consolidation purposes. The Regional Office shall then submit an electronic copy in MS Excel format of the consolidated report on the aforementioned timeline to albert.andres@deped.gov.ph.

For strict and immediate compliance.

Albert Andres
M/18

INVENTORY OF CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) PERSONNEL

DIVISION OF _____

NO.	NAME OF PERSONNEL	NATURE OF WORK	AREA OF ASSIGNMENT	RATE PER DAY/MONTH
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Prepared by:

Certified Correct:

HRMO

Schools Division Superintendent