



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

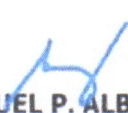
February 24, 2025

DIVISION MEMORANDUM

No. 128, s. 2025

**PAYMENT OF SALARIES OF HIRED SCHOOL-BASED ADMINISTRATIVE
SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS)**

- TO: This Division
All Clusters In-charge
All School Heads
All Others Concerned
1. This Office informs all concerned that the salaries of Contract of Service (COS) personnel starting February 1 to December 31, 2025, shall be processed and released by the Schools Division Office (SDO). The daily rate for COS personnel is set at ₱435.00, based on the current Regional Minimum Wage.
 2. To facilitate the timely processing of salaries, all COS personnel are required to submit the following documents in two (2) copies:
 - ✓ Daily Time Record (DTR)
 - ✓ Notarized Service Agreement
 - ✓ Accomplishment Report
 - ✓ Certificate of Appearance (for attendance at meetings and other Division call-ups)
 - ✓ Travel Order/Pass Slip
 - ✓ Authorization from the School Head for work rendered on weekends and/or holidays in the exigency of service (Division Memorandum No. 260 s. 2024)
 3. Salaries will be released on a semi-monthly (quincena) basis.
 4. Furthermore, all COS personnel are advised to open a Land Bank of the Philippines (LBP) account and submit their account details to the Cashier's Office of this Division. Salaries shall be deposited directly into the provided bank account.
 5. Immediate dissemination of this Memorandum is desired.


MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent

