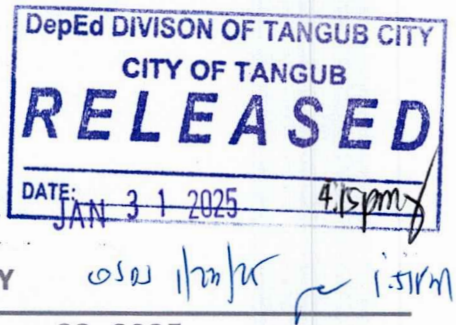




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



January 22, 2025

DIVISION MEMORANDUM
No. 29, s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors (EPSs)
District In- Charge (PSDICs)
Public Elementary & Secondary School Heads
Section Heads
All Others Concerned
This Division

1. Pursuant to Memorandum DM-OUHROD-2025-0083, dated January 13, 2025, regarding the Guidelines on the Renewal and Hiring of School-based Administrative Support Staff under Contract of Service (CoS) for the Provided Eligible Schools, this Office disseminates the guidelines and procedures aimed at providing clear and concrete directives.
2. This is in support of DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and to ensure no disruption of the day-to-day school operations.
3. All Eligible Schools are instructed to adhere the guidelines and procedures stated in the attached Memorandum.
4. Attached herewith are the following:
Enclosure No. 1 – List of Eligible Schools
Enclosure No. 2 – Memorandum DM-OUHROD-2025-0083
Enclosure No. 3 – Authority to Renew
Enclosure No. 4 – Terms of Reference (ToR)
Enclosure No. 5 – Contract of Service
Enclosure No. 6 – Authority to Hire
Enclosure No. 7 – Minimum Wage Rates
5. Immediate and wide dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

SAAU/LMCB/01-22-2025
To be indicated in the Perpetual Index
Under the following subjects:

APPOINTMENT PROMOTION HUMAN RESOURCE PERSONNEL SELECTION BOARD RANKING



Address: Anecito Siete St. Mantic, Tangub City
Telephone No: (088) 530 – 5988
Email: tangub.city@deped.gov.ph
Website: www.tangub.deped.gov.ph

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.24	Page	1 of 1



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

Enclosure No. 1 to Division Memorandum No. 29 s. 2025

LIST OF ELIGIBLE SCHOOLS

Aquino ES	Paiton IS
Balatacan ES	Panalsalan ES
Baluc ES	Prenza ES
Banglay ES	Salimpuno ES
Banglay NHS	San Antonio ES
Bocator ES	San Apolinario ES
Bongabong ES	San Vicente ES
Bongabong NHS	Sicot ES
Caniangan NHS	Silanga ES
Capalaran ES	Silangit ES
Capalaran West ES	Silangit NHS
Guinabot ES	Simasay ES
Hoyohoy ES	Simasay NHS
Isidro D. Tan ES	Sta. Cruz ES
Kampit ES	Sta. Maria CS
Katagan ES	Sta. Maria NHS
Kimat ES	Sto. Nino ES
Labuyo ES	Sumirap CS
Lorenzo Tan MCS	Sumirap NHS
Lorenzo Tan NHS	Taguite ES
Maquilao IS	Tangub City NHS
Matugnao ES	Tituron ES
Mayor Alfonso Tan HS	Tugas ES
Minsubong ES	Vidasto Carillo MES
Owayan ES	Villaba ES



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.

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:

Regional Minimum Wage*	x	22 days	=	Monthly Salary
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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:

Premium Payment	Payment Schedule
January to June	June
July to November	December
December	January (next year)

- F. The premium shall be computed as follows:

Premium Rate (12.5%)	x	monthly salary	=	Premium Cost
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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.

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

For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

[School Letterhead]

FOR : **NAME OF SCHOOLS DIVISION SUPERINTENDENT**
Schools Division Superintendent

THRU: **NAME OF SDO HRMO**
Position
Office

FROM: **NAME OF SCHOOL HEAD**
Position
School ID and School Name

SUBJECT: **REQUEST FOR AUTHORITY TO RENEW ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS) FOR [SCHOOL ID-SCHOOL NAME]**

DATE: DD Month YYYY

I. PROPOSED CoS FOR RENEWAL

In order to augment the regular workforce of the **[School ID-School Name]**, may we respectfully request for authority to renew the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Name of proposed CoS for renewal]	Administrative Support	[Monthly Salary Rate in words and figures]

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
	• Notice of Meeting	• Provide overall administrative and

[School Letterhead]

Administrative Support	<ul style="list-style-type: none">• Minutes of Meeting• Templated reports• Others, please specify	<p>clerical support to the School Head and other school personnel in the daily operations of the school;</p> <ul style="list-style-type: none">• 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.
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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 (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 (OSDS)

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 **[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]

[Name of SDS]

[Position]

[Office]

**TERMS OF REFERENCE
ADMINISTRATIVE SUPPORT STAFF FOR PUBLIC
ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL**

Name : [NAME]
Position : Administrative Support
Office Assignment : [NAME OF SCHOOL]
Monthly Salary : [MONTHLY SALARY IN WORDS AND FIGURES]

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:

(Name)
(Position)

(Name)
(Position)

2024

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

The Department of Education, Schools Division Office of (insert name of SDO), herein represented by (insert name of Superintendent), herein referred to as the "First Party",

and

(Name), 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 period **(start date)** to **(end date)**, in consideration of the monthly rate of **(state monthly rate in words and figures)** to be paid after every 15th 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 may 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 – Personnel Unit**.

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 _____, 20__ at **(state name of locality)**, Philippines.

DEPARTMENT OF EDUCATION:

(name)
(position), (office)
First Party

(name)
(position)
Second Party

Signed in the presence of:

(name)
(position)
(office/school)

(name)
(position)
(office/school)

REPUBLIC OF THE PHILIPPINES)
CITY OF) 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
_____	_____	_____
_____	_____	_____

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 _____ **(xx) 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
(state name of locality), Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of _____

[School Letterhead]

FOR : **NAME OF SCHOOLS DIVISION SUPERINTENDENT**
Schools Division Superintendent

THRU: **NAME OF SDO HRMO**
Position
Office

FROM: **NAME OF SCHOOL HEAD**
Position
School ID and School Name

SUBJECT: **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR [SCHOOL ID-SCHOOL NAME]**

DATE: DD Month YYYY

I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the **[School ID-School Name]**, may we respectfully request for authority to hire the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Name of proposed COS for hiring]	Administrative Support	[Monthly Salary Rate in words and figures]

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">• Notice of Meeting• Minutes of Meeting• Templated reports	<ul style="list-style-type: none">• Provide overall administrative and clerical support to the School Head and other school personnel in the daily

[School Letterhead]

	<ul style="list-style-type: none">Others, please specify	<p>operations of the school;</p> <ul style="list-style-type: none">Assist the School Head in preparing and conducting programs, projects, and activities; andPerform other administrative and clerical assistance as may be determined by the School Head.
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IV. 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.			

[School Letterhead]

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 recommended applicant possesses **all the minimum qualification standards** stipulated in this document. Furthermore, 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 to the concerned CoS.

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

1. Terms of Reference (TOR)
2. Contract (signed by the recommended applicant)
3. Accomplished CSC Form 212 or the Personal Data Sheet (PDS)**
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 (OSDS)

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

- **approve** the request for authority to hire the recommended administrative support under contract of service for **[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]

[Name of SDS]

[Position]

[Office]

Minimum Wage Rates
as per National Wages and Productivity Commission
(<https://nwpc.dole.gov.ph/#dmwr>)

Region	Wage Rate
CAR	P470.00
Region I	P468.00
Region II	P480.00
Region III	P550.00
Region IV-A	P560.00
Region IV-B	P430.00
Region V	P395.00
Region VI	P513.00
Region VII	P501.00
Region VIII	P435.00
Region IX	P414.00
Region X	P461.00
Region XI	P481.00
Region XII	P430.00
CARAGA	P435.00