



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY
P2, Calbayog City Division, Calbayog City, Samar

November 28, 2025

DIVISION MEMORANDUM

No. 621, s. 2025

CALL FOR APPLICANTS FOR THE HIRING OF THE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR THE SCHOOLS DIVISION OFFICE

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Information and Communication Technology Unit, hereby informs all interested applicants that the Recruitment, Selection, and Appointment(RSA) for **ICT Support under Contract of Service (CoS)** will now commence.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side)for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) to the Division Records on or before **December 18, 2025 until 12:00nn ONLY**, to wit:

POSITION	DOCUMENTS
CONTRACT OF SERVICE (CoS) FOR INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)	a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2025
	c. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma
	d. Photocopy of Certificate of Relevant Training/Seminars Attended
	e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	f. Photocopy of Latest Appointment, if applicable
	g. Photocopy of the Performance Rating for the last 3 rating periods covering one (1) year of performance before the assessment, if applicable;
	h. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), notarized by the authorized official;
	i. Photocopy of certificates of relevant trainings/seminars attended

3. To qualify for the positions, applicants should meet the following qualifications:

POSITION	CRITERIA	Education
CONTRACT OF SERVICE (CoS) FOR INFOR- MATION AND COMMUNI- CATION TECHNOLOGY (ICT)	Education	Bachelor's degree
	Experience	Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management)
	Training	One (1) year of relevant experience (relevant experience includes: experience in basic computer troubleshooting, and experience in the use of commonly used productivity tools like MS Office etc.)

4. The proposed CoS to be hired shall have the following terms of reference:

- Assist in collecting, validating, and consolidating ICT equipment inventory and school internet subscription details (e.g., billing account numbers, service provider, rating, speed), in close coordination with school property custodians;
- Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with HR officers, ensuring completeness and accuracy;
- Provide clerical, encoding, and administrative assistance to the ITO for the preparation and consolidation of division-wide reports that includes the consolidation of internet service subscriptions per school, including billing account numbers, service provider name, updated download/upload speed. This also includes the status and other details of the DepEd Computerization Program;
- Assist in configuring, maintaining, and troubleshooting monitoring tools (e.g., online forms, spreadsheets, and/or low-code applications) to support data gathering and reporting needs;
- Maintain strict confidentiality, accuracy, and integrity of all data handled in the course of assigned tasks, pursuant to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", its Implementing Rules and Regulations (IRR), and relevant issuances of the National Privacy Commission; and
- Perform any other task assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.


5. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
	NON-TEACHING POSI- TIONS (SG 10-22)
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	20
TOTAL	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents	December 19, 2025
Orientation and Written Examination	December 22, 2025
Interview and Confirmation of Points	December 23, 2025

8. For information, guidance, and compliance of those concerned.


MARGARITO A. CADAYONA, JR. PhD, CESO VI
Schools Division Superintendent
Schools Division of Calbayog City

