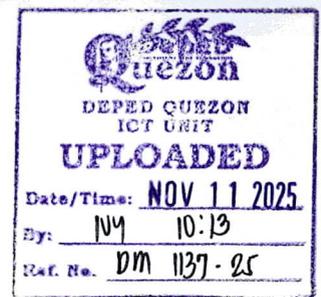




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 November 2025

DIVISION MEMORANDUM
DM No. 1137, s. 2025

ANNOUNCEMENT OF VACANCY IN SDO QUEZON - INFORMATION AND COMMUNICATION TECHNOLOGY UNIT FOR FOUR (4) CONTRACT OF SERVICE PERSONNEL (ICT-COS)

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
HRMPSB Members
Public Elementary and Secondary Schools
All Others Concerned

1. Relative to the Joint Memorandum dated October 1, 2025, titled *Guidelines On The Engagement Service For Information And Technology Needs*, this Office announces the **vacancies in the Department of Education – Schools Division of Quezon, Information and Communication Technology (ICT) Unit for four (4) Contract of Service (ICT-COS) Personnel**. All interested applicants who are qualified for the position are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested and qualified applicants must place all their pertinent documents in a **folder** with an “ear tag”, which will be submitted to the **Division Office of Quezon** for checking and receiving of documents.
3. The pertinent documents for **Information and Communication Technology Contract of Service (ICT-COS)** applicants must be arranged accordingly;

Mandatory Requirements

- a. Curriculum Vitae (CV);

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- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017);
 - c. Transcript of Records (TOR); and
 - d. Other hiring documents needed.
4. All application documents shall be submitted on or before **November 11, 2025 (Tuesday) at the Division Office of Quezon – Records Setion, Talipan, Pagbilao, Quezon until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
5. The Schools Division of Quezon – Information and Technology Officer (ITO) Unit, assisted by the Human Resources (HR), must conduct the assessment process for qualified applicants such as **review of CVs, interviews, etc.** They must also evaluate the results of assessment process and prepare the following pertinent documents:
- a. **Annex B:** Authority to Hire (Division-level COS for ICT Inventory and Personnel Masterlist)
 - b. **Annex C:** Terms of Reference (TOR); and
 - c. **Annex D:** Contract of Service
6. Attached is the suggested timeline on the Hiring of Information and Communication Technology (ICT) Contract of Service (ICT-COS) Personnel.
7. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persm.11/06/2025

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Enclosure 1 to Division Memorandum No. 1137 s. 2025

**QUALIFICATION STANDARDS FOR THE INFORMATION AND COMMUNICATION
 TECHNOLOGY - CONTRACT OF SERVICE (ICT-COS) PERSONNEL**

NO. OF VACANCIES: 4	
POSITION: Contract of Service Personnel	
OFFICE ASSIGNMENT: Information and Communication Technology (ICT) Unit	
PERIOD OF SERVICE: Until 31 December 2025, subject to completion of deliverables and availability of funds	
BASIC SALARY: Thirty-Eight Thousand Pesos (PhP38,000.00)	
PREMIUM: Three Thousand Eight Hundred Pesos (PhP3,800.00)	
TERMS OF REFERENCE	
ROLES AND RESPONSIBILITIES	QUALIFICATION STANDARDS
<ul style="list-style-type: none"> a. 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; b. Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with HR officers, ensuring completeness and accuracy; c. 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; d. 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; 	<p>The minimum qualifications for the ICT COS are as follows:</p> <p>EDUCATION: Bachelor's degree relevant to the job;</p> <p>TRAINING: Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management);</p> <p>EXPERIENCE: 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.); and</p> <p>Preference shall be given to those with programming experience and/or data management / spreadsheet skills.</p>

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<p>e. Maintain strict confidentiality, accuracy, and integrity of all data handled in the course of assigned tasks, pursuant to Republic Act No. fO173, otherwise known as the "Data Privacy Act of 2072", its Implementing Rules and Regulations (IRR), and relevant issuances of the National Privacy Commission; and</p> <p>f. (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.</p>	
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SUGGESTED TIMELINE ON THE HIRING FOR THE INFORMATION AND COMMUNICATION TECHNOLOGY CONTRACT OF SERVICE (ICT-COS) PERSONNEL

STEPS	RESPONSIBLE	TIMELINE
<p>1. JOB POSTING</p> <ul style="list-style-type: none"> Post job vacancy on Information and Communication Technology - Contract of Service (ICT-COS) <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	November 10-13, 2025 4 CALENDAR DAYS
<p>2. ASSESSMENT</p> <ul style="list-style-type: none"> Conduct assessment process for qualified applicants such as review of CV, interviews, etc. Evaluate the results of assessment process. Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents. <p><i>Note: The recommended COS for hiring should sign the TOR and Contract before submission to the Personnel Section. However, inform the recommended COS that their application is still subject for approval of the SDS.</i></p>	SDO-ICT Unit	November 14, 2025 1 DAY
<p>3. HIRING OF COS</p>	SDO-ICT Unit	

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<ul style="list-style-type: none">Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.		November 17-18, 2025
<ul style="list-style-type: none">Evaluation and signing of contract by the appointed authority. <p>Note: The COS shall be responsible for the notarized contract.</p>	SUPERINTENDENT	2 DAYS
4. MONITORING <ul style="list-style-type: none">Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.	SDO-HRMO	November 14, 2025

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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