



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

11 November 2025

**DIVISION MEMORANDUM**  
No. 691, s. 2025

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE  
ASSESSMENT OF CONTRACT OF SERVICE STATUS TO SUPPORT THE  
INFORMATION AND COMMUNICATIONS TECHNOLOGY NEEDS**

TO: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Non-Teaching Personnel  
All Others Concerned

1. This Office hereby announces the submission of pertinent papers of applicants for Contract of Service status to support the Information and Communications Technology of the Schools Division.

Compensation Items	Maximum no. of Personnel	CoS Salary
Contract of Service  Base Salary: Php 38,000.00  Premium: Php 3,800.00	3 per large SDO	Php 41,800.00

2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)



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- 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
- a. Letter of intent addressed to the Schools Division Superintendent. Please include the position and the section you are interested in applying for.
  - b. 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 pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;
  - c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
  - d. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees if applicable;
  - e. Photocopy of Certificate/s of training, if applicable;
  - f. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
  - g. Photocopy of latest appointment, if applicable;
  - h. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and
  - i. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.
4. Please be guided by the following attached enclosures to this Division memorandum:
- 4.2 Enclosure No 1 Qualifications of the Contract of Service
  - 4.3 Enclosure No 2 Terms of Reference of the Technical Assistant I (TA I)
  - 4.5 Enclosure No 3 Checklist of Requirements (Annex C)
  - 4.6 Enclosure No 4 Joint Memorandum on the Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs, dated October 01, 2025.
5. Application documents shall be accepted until **December 05, 2025**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.





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6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](https://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. Engagement shall be valid until 31 December 2025, subject to completion of deliverables and availability of funds, and may be renewed, provided that a written notice of renewal is issued at least one (1) month prior to the expiration of the engagement.
8. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.hiring@deped.gov.ph](mailto:sdobatangas.hiring@deped.gov.ph)
9. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ Call For Submission Of Pertinent Papers For Comparative Assessment Contract Of Service Status Support The Information And Communications Technology Needs /R2-146909/ 11/25/2025



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**SCHOOLS DIVISION OF BATANGAS**

*Enclosure 1. Qualifications of the Contract of Service*

Education	At least Senior High School Graduate (college level preferred)
Training	Basic computer literacy (MS Office, Google Workspace)
Experience	Data encoding, held coordination, or ICT support preferred
Eligibility	None required
Other qualifications:	Knowledgeable in ICT equipment use and inventory
	Able to manage spreadsheets and online forms
	Detail-oriented and able to ensure data accuracy

*Enclosure 2. Duties and Responsibilities*

The COS shall support the Division ICT Unit in completing and validating the ICT equipment inventory of all public schools, consolidating school level internet data and the personnel masterlist. The COS shall work under the direct supervision of the Information Technology Officer (ITO) and in close coordination with the HR and Property Officers

1. Assist in collecting and validating ICT equipment / internet data from schools, in coordination with property custodians.
2. Encode and verify personnel data (names, IDs, official DepEd emails), in coordination with HR officers.
3. Provide clerical and technical support to the ITO for consolidation of reports.
4. Assist in configuring and maintaining ad hoc monitoring tools (forms, sheets, low-code apps)
5. Maintain confidentiality and data integrity in all tasks



Republika ng Pilipinas  
**Department of Education**

**JOINT MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS  
REGIONAL AND DIVISION SUPPLY OFFICERS  
REGIONAL AND DIVISION HR OFFICERS  
SCHOOL HEADS  
ALL OTHER CONCERNED

**FROM :** **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

**ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration

**WILFREDO E. CABRAL**  
Undersecretary for Human Resource and Organizational Development

**ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary for Information and Communications Technology Service

**SUBJECT :** GUIDELINES ON THE ENGAGEMENT OF CONTRACT OF SERVICE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY NEEDS

**DATE :** 1 October 2025

**1. Scope and Rationale.**

- a. In line with DepEd's digital transformation agenda, these Guidelines authorize Schools Division Offices (SDOs) to engage Contract of Service (COS) to address immediate manpower needs.
- b. The COS shall support the following:

- i. Completion and validation of the updated Information and Communications Technology (ICT) equipment inventory across all public schools;
  - ii. Consolidation of a personnel masterlist containing employee names, official email addresses, and employee IDs;
  - iii. Consolidation of internet service subscriptions per school, including billing account numbers, service provider name, updated download / upload speeds;
  - iv. Monitoring of the DepEd Computerization Program (DCP);
  - v. Establishment of an ad hoc monitoring system for datasets using existing productivity and low-code tools; and
  - vi. Perform any other task to be assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service (ICTS) - DepEd Central Office.
- c. The engagement of COS shall be temporary, task-specific, and limited to the duration required to complete the stated objectives. The COS shall not be assigned to perform the job description/roles/responsibilities of the Information Technology Officers (ITO) or any existing regular employee of the SDO.
  - d. There shall be no employer-employee relationship between the COS and DepEd and no service rendered by the COS shall be credited as government service.
  - e. To augment the staffing complement of the ICT Unit in the SDOs and to improve the service delivery to its clientele at the SDO and school levels, all SDOs shall be allowed to engage COS to be lodged under the ICT Unit of the SDO.
  - f. To ensure equitable distribution of support fund, the number of COS that may be engaged by each SDO shall be based on its size classification:

<b>SDO Size Classification</b>	<b>Allocation of COS</b>
Small	1
Medium	2
Large	3

Very Large	4
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## 2. Roles and Responsibilities.

### a. Regional Offices (ROs) shall:

- i. Monitor the SDO's compliance with these Guidelines in their COS engagement and implementation;
- ii. Review and validate SDO deliverables before endorsing to the Central Office;
- iii. Track utilization and liquidation of downloaded funds;
- iv. Provide technical assistance to SDOs in using shared templates and monitoring systems;
- v. Ensure synchronization of regional data with school division data; and
- vi. Ensure that the COS shall not perform tasks other than what are provided under these Guidelines.

### b. School Division Superintendents (SDS) shall:

- i. Designate the ITO as lead implementer and supervisor of COS;
- ii. Instruct Human Resources (HR) and Property Officers to cooperate fully with the ITO and provide validated data;
- iii. Ensure HR, Property, and ICT units coordinate closely, with the ITO as overall lead;
- iv. Remove administrative obstacles to facilitate timely completion;
- v. Consolidate and validate final outputs before submission to the Regional and Central Office;
- vi. Ensure, if no existing monitoring system is in place, that the ad hoc monitoring system is embedded in division workflows;
- vii. Ensure that the COS shall not perform tasks other than what are provided under these Guidelines; and
- viii. Shall be accountable for all expected deliverables of the COS.

### c. Information Technology Officers (ITOs) shall:



- i. Serve as primary responsible officer for ICT inventory and personnel masterlist completion;
  - ii. Conduct and verify data collection, validation, and encoding;
  - iii. Assign and supervise the COS;
  - iv. Coordinate with HR and Property Officers to validate personnel and property data;
  - v. Configure and maintain the ad hoc monitoring system;
  - vi. Update shared templates monthly and ensure accuracy, timeliness, and data security; and
  - vii. Report to the Central Office instances wherein the COS are made to perform tasks other than what are provided under these Guidelines.
- d. HR and Property Officers shall:
- i. Provide the ITO with complete and validated personnel and property data;
  - ii. Respond promptly to requests for records verification; and
  - iii. Coordinate with the COS under the ITO's direction to ensure consistency and accuracy.
- e. The COS shall:
- i. Perform support tasks as assigned by the ITO (e.g., assisting in field validation, preliminary data encoding, clerical support, or tool setup), consistent with the above provisions;
  - ii. Report progress and issues to the ITO; and
  - iii. Ensure accuracy, timeliness, and confidentiality in handling data 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.

### 3. **Terms of Reference.**

- a. *Duties and Responsibilities.* The ICT COS shall provide assistance to the ICT Unit of the SDO to:



- i. Perform support tasks as assigned by the ITO (e.g., assisting in field validation, preliminary data encoding, clerical support, or tool setup, consistent with the above provisions);
  - ii. Report progress and issues to the ITO; and
  - iii. Ensure accuracy, timeliness, and confidentiality in handling data pursuant to the Data Privacy Act of 2012, its IRR, and relevant issuances of the National Privacy Commission.
- b. *Immediate Supervisor.* The COS shall be supervised by the ITO who shall serve as their rater under the DepEd Performance Management and Evaluation System.
- c. *Qualifications.* The minimum qualifications for the ICT COS are as follows:
  - i. Education: Bachelor's degree relevant to the job;
  - ii. Training: Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management);
  - iii. 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
  - iv. Preference shall be given to those with programming experience and/or data management / spreadsheet skills.
- d. *Hiring Process.*
  - i. SDOs shall engage the COS in accordance with the guidelines prescribed under Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017, as amended by COA-DBM JC No. 2, s. 2020 and COA-DBM JC No. 2, s. 2024.
  - ii. Engagement shall be valid until 31 December 2025, subject to completion of deliverables and availability of funds, and may be renewed, provided that a written notice of renewal is issued to the concerned ROs and SDOs at least one (1) month prior to the expiration of the engagement. Provided further that renewal will only be available if the COA-DBM Joint Circular No. 1, s. 2017, as amended by COA-DBM JC No. 2, s. 2020 and COA-DBM JC No. 2, s. 2024, is further amended extending the engagement of COS

beyond 31 December 2025, and subject to the extent of the extension/s provided.

c. *Documentary Requirements.* The documentary requirements to be submitted by the ICT COS shall be:

- i. Signed Contract of Service;
- ii. Updated Personal Data Sheet (PDS) (CSC Form 212, revised 2017);
- iii. Curriculum Vitae (CV);
- iv. Transcript of Records;
- v. Certificate of Training (if applicable);
- vi. Certificate/s of Eligibility, if any;
- vii. Birth Certificate issued by Phil. Statistics Authority (PSA);
- viii. BIR Tax Identification No. (TIN);
- ix. Proof of registration/membership on social benefits programs (SSS, PhilHealth, and Pag Ibig); and
- x. Medical Certificate/s including result of drug testing certified by a government physician and verified by the School Health Division (SHD)/DepEd Central Office Clinic Doctor using the prescribed form under Office Order OO-OSEC-2023-023 dated 13 February 2023, titled "Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office", as amended.

#### **4. Downloading of Program Support Fund.**

a. *Source of Funds.*

- i. The payment of monthly salary covering the engagement period, including premium of the ICT COS, shall be sourced from the DepEd Computerization Program (DCP) - Program Support Fund (PSF) - Fiscal Year (FY) 2025 from the Central Office to be downloaded to all SDOs, subject to the usual budgeting, accounting, and auditing laws, rules, and regulations.
- ii. Details of fund allocation are enclosed under *Annex A*.
- iii. The DCP-PSF - FY 2025 is computed based on the allocation of the COS per SDO, the monthly salary equivalent to Technical Assistant

II position amounting to Thirty-Eight Thousand Pesos (PhP38,000.00), multiplied by four (4) months, plus premium of Ten Percent (10%), equivalent to Three Thousand Eight Hundred Pesos (PhP3,800.00).

- b. *Utilization.* SDOs shall ensure that funds are used exclusively for COS compensation and allowable related expenses.
- c. *Liquidation.* SDOs shall submit liquidation reports to the ROs in accordance with existing accounting and auditing rules, supported by contracts, accomplishment reports, payroll, and proof of deliverables.
- d. *Oversight.* ROs shall validate SDO utilization and liquidation before endorsement to the Central Office.

**5. Payment of Salary and Premium.**

- a. As a general rule, the payment of salary and premium of the ICT COS shall be made by the SDO concerned in accordance with the following procedures:
  - i. The hired COS shall prepare their accomplishment report and daily time record (DTR).
  - ii. The SDO, upon review of the accomplishment report and DTR, shall pay the salary of the ICT COS and facilitate the required documents for liquidation of COS salary. The accomplishment report, DTR, and notarized service agreement shall be attached.
- b. All Regions shall have a uniform premium rate of Ten Percent (10%). The payment of premium shall be given at the end of each month.

**6. Deliverables.** Within three (3) months from the date of receipt of funds, SDOs shall submit to the Regional and Central Offices the following:

- a. Updated and validated ICT Equipment Inventory Report – per school, consolidated at the division level, using the official shared inventory template to be subsequently provided by ICTS;
- b. Verified Personnel Masterlist – names, employee IDs, and official DepEd email addresses, consolidated at the division level, using the prescribed masterlist template to be subsequently provided by ICTS;
- c. Completion and other operational details of the DCP initiative;

- d. Ad hoc monitoring system (shared form/sheet or low-code tool configuration) for tracking incremental updates and/or Application Programming Interface (API) access instructions to secure data in near real-time; and
  - e. Completion report, following the format outlined under Item No. 8 of the Guidelines.
7. **Ongoing Updating and Maintenance.** The ICT Equipment Inventory and Personnel Masterlist are living documents and shall be regularly updated by the SDO beyond the initial submission period.
- a. *Monthly Updating.* The ITO, with support from HR and Property Officers, shall update the shared templates at least once a month to capture new entries, attrition, or asset changes.
  - b. *Process Ownership.* The ITO shall establish a system with the proper personnel to ensure updates are continuous and institutionalized.
  - c. *Continuity.* Updates shall continue until a centralized asset and HR system is deployed by the Central Office, at which point data shall be migrated as instructed.
8. **Reporting and Accountability.**
- a. ROs shall validate, consolidate, and ensure synchronization of SDO submissions within the prescribed shared templates before issuing a formal endorsement to the Central Office. While template files are centrally shared, the RO is responsible for confirming the completeness and accuracy of entries across divisions and for resolving discrepancies prior to endorsement.
  - b. SDOs must submit a completion report to the Central Office, through the ICTS, and their respective ROs, detailing the following:
    - i. Number of COS engaged;
    - ii. Period of engagement;
    - iii. Accomplished deliverables;
    - iv. Details of the ad hoc / actual monitoring system (link, designated owners, update protocols); and
    - v. Links to the submitted ICT Inventory and Personnel Masterlist in the prescribed shared templates.



- c. The ITO remains accountable for the accuracy and completeness of outputs. The COS are recognized as support, while HR and Property Officers are responsible for providing timely and validated inputs.
9. **Use of Standard Templates.** To ensure uniformity and compliance in the engagement of the COS, SDOs shall adopt the attached standard templates as annexes to these Guidelines, namely:
- a. *Annex B: Authority to Hire* (Division-level COS for ICT Inventory and Personnel Masterlist)
  - b. *Annex C: Terms of Reference (TOR)*
  - c. *Annex D: Contract of Service*
10. For any query or clarification, kindly coordinate with the Technology Infrastructure Division through telephone number 02-8633-2363 or via email at [icts.tida@deped.gov.ph](mailto:icts.tida@deped.gov.ph).
11. For immediate dissemination and compliance.

# Annex A

Page 1

## Regional Summary

Region					Total required	
1		6	12	6	24	P4,012,800.00
2		4	6	6	16	P2,675,200.00
3		6	22	12	40	P6,688,000.00
5	4	1	18	6	29	P4,848,800.00
6	4	1	12		17	P2,842,400.00
7	4	3	14	3	24	P4,012,800.00
8		3	18	3	24	P4,012,800.00
9		2	10	6	18	P3,009,600.00
10		4	18	3	25	P4,180,000.00
11		1	18	3	22	P3,678,400.00
12		1	12	3	16	P2,675,200.00
4A	4	4	28	12	48	P8,025,600.00
4B			12	3	15	P2,508,000.00
CAR			16		16	P2,675,200.00
CARAGA		3	18		21	P3,511,200.00
NCR		1	24	9	34	P5,684,800.00
NIR		8	22	6	36	P6,019,200.00
Grand Total	16	48	280	81	425	P71,060,000.00

## Division Details

Region	SDO Name	SDO Size	COS Count	Amount
1	Administrative	12000	1	P100,200.00

1	Batas City	Small	1	P167,200.00
1	Candon City(new)	Small	1	P167,200.00
1	Dagupan City	Medium	1	P167,400.00
1	Marikina City	Medium	2	P334,400.00
1	Los Baños	Medium	2	P334,400.00
1	Marikina City	Small	1	P167,200.00
1	Pangasinan	Large	3	P501,600.00
1	Pangasinan	Large	3	P501,600.00
1	San Carlos City	Medium	2	P334,400.00
1	San Francisco City	Small	1	P167,200.00
1	San Jose City	Medium	1	P167,400.00
1	Vigan City	Small	1	P167,200.00
1	San Jose	Small	1	P167,200.00
2	Marikina	Large	3	P501,600.00





3	Mabuhay City	Small	1	P167,200.00
3	Manila City	Medium	1	P334,400.00
3	Meycauayan City	Small	1	P167,200.00
3	Muntinlupa City	Small	1	P167,200.00
3	Naga City	Large	3	P501,600.00
3	Orionapo City	Medium	2	P334,400.00
3	Pampanga	Large	3	P501,600.00
3	San Fernando City	Medium	1	P334,400.00
3	San Jose City, Nueva Ecija	Small	1	P167,200.00
3	San Jose City, Marikina	Medium	1	P334,400.00
3	Tarlac	Large	3	P501,600.00
3	Tuguegarao	Medium	2	P334,400.00
3	Zambales	Medium	2	P334,400.00
4A	Antipolo City	Medium	2	P334,400.00
4A	Bacolod	Small	1	P167,200.00

4A	Batangas	Large	1	P501,600.00
4A	Batangas City	Medium	2	P334,400.00
4A	Batangas City	Medium	2	P334,400.00
4A	Batubao City	Medium	2	P334,400.00
4A	Bulambao City	Medium	2	P334,400.00
4A	Cavite	Large	3	P501,600.00
4A	Cavite City	Small	1	P167,200.00
4A	Dasmarina City	Medium	2	P334,400.00
4A	General Trias	Medium	2	P334,400.00
4A	Imus	Small	1	P167,200.00
4A	Laguna	Large	3	P501,600.00
4A	Lipa City	Medium	2	P334,400.00
4A	Marikina City	Medium	2	P334,400.00
4A	Marikina	Very Large	4	P671,600.00
4A	Maya	Large	3	P501,600.00

4A	San Pedro City	Medium	1	P334,400.00
4A	San Pedro	Medium	1	P334,400.00
4A	Sta. Rosa City	Medium	1	P334,400.00
4A	Sta. Teresita City	Medium	1	P334,400.00
4A	Tanauan City	Medium	1	P334,400.00
4A	Tayabas City	Small	1	P167,200.00
1B	Calapan City	Medium	1	P334,400.00
1B	Manabago	Medium	1	P334,400.00
1B	Occidental Mindoro	Medium	1	P334,400.00
4B	Oriental Mindoro	Medium		P334,400.00
4B	Quezon Province City	Medium		P334,400.00
4B	Tagayud	Large	2	P501,600.00
4B	Romblon	Medium		P334,400.00
5	Abao	Large		P501,600.00
5	Comunales North	Medium	1	P334,400.00

5	San Juan del Sur	Very Small	4	P6601 34.00
5	Satanstunes	Medium	2	P334 400.00
5	Trinidad	Small	1	P6611 30.00
2	Legado City	Medium	2	P334 400.00
5	Ligan City	Medium	2	P334 400.00
5	Machate	Large	3	P501 600.00
5	Machate City	Medium	1	P664 400.00
5	Nogu City	Medium		P334 400.00
5	Ortega	Medium	1	P334 400.00
5	San Jose City	Medium	2	P334 400.00
5	Tapan City	Medium		P664 400.00
5	Arizon	Medium	1	P334 400.00
	Arizon	Medium	1	P334 400.00
5	Capiz	Medium		P664 400.00
5	Quintana	Medium		P334 400.00



5	Bohol	Very Small	4	P167,800.00
6	Boracay City	Medium	1	P334,400.00
6	Passig City2	Small	1	P167,200.00
6	Bohol City	Medium	2	P334,400.00
7	Bogo City	Small	1	P167,200.00
7	Bohol	Large	3	P501,600.00
7	Carig City	Medium	1	P334,400.00
7	Cebu	City Center	1	P167,200.00
7	Cebu City	Medium	2	P334,400.00
7	Davao City	Medium	1	P334,400.00
7	Lapulapu City	Medium	1	P334,400.00
7	Mandaya City	Medium	1	P334,400.00
8	Naga City	Small	1	P167,200.00
7	Tagbilaran City	Small	1	P167,200.00
7	Talibay City	Medium	2	P334,400.00

7	Franklin City	Medium	1	P334,400.00
8	Bayview City	Small	1	P167,200.00
9	Bethel	Medium	1	P334,400.00
9	Bethesda City	Small	1	P167,200.00
10	Chilapog City	Medium	1	P334,400.00
10	Goldbridge City	Medium	1	P334,400.00
9	Eastern Samar	Medium	1	P334,400.00
8	Davao	Large		P501,600.00
10	Malinao City	Small	1	P167,200.00
8	Northern Samar	Medium	1	P334,400.00
9	Ormoc City	Medium	1	P334,400.00
8	Samar (Western Samar)	Medium	1	P334,400.00
7	Southern Leyte	Medium	1	P334,400.00
8	Talibon City	Medium	1	P334,400.00
10	Tagbilaran City	Small	1	P167,200.00

2	Iloilo City	Medium	2	P334,400.00
3	Marikina City	Medium	2	P334,400.00
4	Pagadian City	Medium	2	P334,400.00
5	San Francisco City	Medium	2	P334,400.00
6	Zamboanga del Norte	Large	3	P501,600.00
7	Zamboanga del Sur	Large	3	P501,600.00
8	Zamboanga del Sur Province	Medium	2	P334,400.00
9	General	Small	1	P167,200.00
10	Pio delon	Large	3	P501,600.00
11	San Francisco City	Medium	2	P334,400.00
12	San Jose	Small	1	P167,200.00
13	San Salvador City	Large	3	P501,600.00
14	San Jose City	Medium	2	P334,400.00
15	San Jose	Medium	2	P334,400.00
16	San Jose del Norte	Medium	2	P334,400.00

10	Malabulay City (new)	Medium	2	P334,400.00
10	Misamis Occidental	Medium	2	P334,400.00
10	Misamis Oriental	Medium	2	P334,400.00
10	Oroquieta City	Small		P167,200.00
10	Ozamiz City	Medium	2	P334,400.00
10	Tangub City	Small	1	P167,200.00
10	Valencia City	Medium	2	P334,400.00
11	Davao del Oro (Compostela Valley)	Medium	1	P334,400.00
11	Davao City	Large	3	P501,600.00
11	Davao del Norte	Medium	2	P334,400.00
11	Davao del Sur	Medium	2	P334,400.00
11	Davao Oriental	Medium	2	P334,400.00
11	Davao Occidental	Medium	2	P334,400.00
11	Digos City	Medium	2	P334,400.00
1	General Santos City Samar	Small	1	P167,200.00



11	Marikina City	Medium	2	P334,400.00
11	Marikina City	Medium	1	P334,400.00
11	Marikina City	Medium	2	P334,400.00
12	Marikina City	Medium	2	P334,400.00
12	Koronadal City	Medium	2	P334,400.00
12	Koronadal City	Medium	2	P334,400.00
12	Koronadal City	Medium	2	P334,400.00
12	North Cotabato	Large	3	P334,400.00
12	North Cotabato	Medium	1	P334,400.00
12	South Cotabato	Medium	1	P334,400.00
12	South Cotabato	Medium	1	P334,400.00
12	Taburan City	Small	1	P334,400.00
12	Agusan Del Norte	Medium	1	P334,400.00
12	Agusan Del Sur	Medium	1	P334,400.00
12	Agusan Del Sur	Small	1	P334,400.00
12	Agusan Del Sur	Medium	2	P334,400.00

CARAGA	Butuan City	Medium	2	P334,400.00
CARAGA	Davao Baran City	Small	1	P167,200.00
CARAGA	Province of Davao del Norte	Medium	2	P334,400.00
CARAGA	Davao	Medium	2	P334,400.00
CARAGA	Davao City	Medium	2	P334,400.00
CARAGA	Davao del Norte	Medium	2	P334,400.00
CARAGA	Davao del Sur	Medium	2	P334,400.00
CARAGA	Davao City	Small		P167,200.00
CAR	Abro	Medium	2	P334,400.00
CAR	Apayao	Medium	2	P334,400.00
CAR	Baguio City	Medium		P334,400.00
CAR	Benguet	Medium	2	P334,400.00
CAR	Buta	Medium	2	P334,400.00
CAR	Kalinga	Medium	2	P334,400.00
CAR	Munich City	Medium	2	P334,400.00

CAR	Tarlac City	Medium	2	P334,400.00
NCR	Calabarzon	Large	3	P500,000.00
NCR	Las Piñas City	Medium	2	P334,400.00
NCR	Marikina City	Medium	2	P334,400.00
NCR	Malabon City	Medium	2	P334,400.00
NCR	Navotas City	Medium	2	P334,400.00
NCR	Mandaluyong City	Medium	2	P334,400.00
NCR	Munla	Large	3	P500,000.00
NCR	Marikina City	Medium	2	P334,400.00
NCR	Muntinlupa City	Medium	2	P334,400.00
NCR	Paranaque City	Medium		P334,400.00
NCR	Pasay City	Medium	2	P334,400.00
NCR	Palapa City	Medium	2	P334,400.00
NCR	San Juan	Small	1	P111,700.00
NCR	Quezon City	Large	3	P500,000.00

NIR	Taguig and Davao	Medium	2	P334,400.00
NIR	Valenzuela City	Medium	2	P334,400.00
NIR	Manila City	Medium		P334,400.00
NIR	Baguio City	Medium	2	P334,400.00
NIR	Rais City	Small	1	P167,200.00
NIR	Bayawan City	Medium	2	P334,400.00
NIR	Surigao City	Medium		P334,400.00
NIR	Marikina	Small		P167,200.00
NIR	Marikina City	Small	1	P167,200.00
NIR	Escalante City	Small	1	P167,200.00
NIR	Guihuanan City	Small	1	P167,200.00
NIR	Humamaylan	Medium	2	P334,400.00
NIR	Kabankalan City	Medium	2	P334,400.00
NIR	San Carlos City	Small	1	P167,200.00
NIR	San Juan City	Large	4	P334,400.00

NIR	Marikina City	Large	1	P501,600.00
NIR	Sagay City	Medium	2	P334,400.00
NIR	San Carlos City	Medium	1	P334,400.00
NIR	Sibuyan City	Medium	1	P334,400.00
NIR	Sipalay City	Medium	2	P334,400.00
NIR	Tarlac City	Medium	2	P334,400.00
NIR	Tuguegarao City	Small	1	P167,200.00
NIR	Urdaneta City	Small	1	P167,200.00

# Annex B

Annex B, Form No. \_\_\_\_\_, Revised \_\_\_\_\_, by \_\_\_\_\_  
[Division Letterhead]

**FOR** ????????Regional??Director

**THRU** ??????[Name]??Regional??HRMO

**FROM** : [Name of SDS]

*Schools Division Superintendent*

**SUBJECT** : REQUEST FOR AUTHORITY TO HIRE COS PERSONNEL FOR ICT  
INVENTORY AND PERSONNEL MASTERLIST VALIDATION

**DATE** : DD Month YYYY

## I. PROPOSED COS FOR HIRING

In order to augment the regular workforce of the Schools Division Office of [Name of SDO], authority is respectfully requested to hire the following personnel under Contract of Service (COS):

Name	Work Category	Rate
[Proposed Name]	ICT Support (Inventory & Masterlist)	[Rate in words & figures]

## II. TERMS OF REQUEST

The COS shall provide Division-level support in:

- ICT equipment inventory validation across all schools under the SDO;
- Consolidation and verification of personnel masterlist (names, employee IDs, DepEd email addresses);
- Consolidation of school-level internet data (billing account numbers, service provider, rating, speed, etc.);

- Encoding and clerical support; and
- Assistance in setting up and maintaining ad hoc monitoring tools (forms, sheets, or low-code apps).

### **III. QUALIFICATION STANDARDS**

Education: At least Senior High School Graduate (college level preferred)

Training: Basic computer literacy (MS Office, Google Workspace)

Experience: Data encoding, field coordination, or ICT support preferred

Eligibility: None required

Other qualifications:

- Knowledgeable in ICT equipment use and inventory
- Able to manage spreadsheets and online forms
- Detail-oriented and able to ensure data accuracy

### **IV. JUSTIFICATION**

[Provide applicant profiles, assessment process, and justification for selection, following template in school-level sample.]

Attached for reference: TOR, Contract, PDS, CV, Transcript.

**[Name of SDS]**

Schools Division Superintendent

# Annex C

Terms of Reference for the Division Office of Information and Communications Technology Unit

<b>Name</b>	[Name]
<b>Position</b>	ICT Support (Contract of Service)
<b>Office Assignment</b>	Schools Division Office of _____ Information and Communications Technology Unit
<b>Monthly Rate</b>	Thirty eight thousand pesos (Php 38,000.00) plus ten percent (10%) premium rate equivalent to three thousand eight hundred pesos (Php 3,800.00)
<b>General</b>	
The COS shall support the Division ICT Unit in completing and validating the ICT equipment inventory of all public schools, consolidating school-level internet data and the personnel masterlist. The COS shall work under the direct supervision of the Information Technology Officer (ITO) and in close coordination with the HR and Property Officers	
<b>Minimum Qualifications</b>	
• Education:	Bachelor's degree relevant to the job
• Training:	Eight (8) hours of relevant training
• Experience:	One (1) year of relevant experience
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>Assist in collecting and validating ICT equipment / internet data from schools, in coordination with property custodians.</li> <li>Encode and verify personnel data (names, IDs, official DepEd emails), in coordination with HR officers.</li> <li>Provide clerical and technical support to the ITO for consolidation of reports.</li> <li>Assist in configuring and maintaining <i>ad hoc</i> monitoring tools (forms, sheets, low-code apps).</li> <li>Maintain confidentiality and data integrity in all tasks.</li> </ul>	



**Source of Fund**

[Specify - e.g., MOOE, downloaded funds, etc.]

**Conforme:** \_\_\_\_\_

(Signature of COS)

**Approved by:** \_\_\_\_\_

(Signature of SDS/ITO)

# Annex D

Contract of Service (COS) for ICT Support Staff

## CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

FIRST PARTY		SECOND PARTY	
<b>DEPARTMENT OF EDUCATION (DEPED)</b> <b>Schools Division Office of [Name of SDO]</b>		Name	[Name of COS Personnel]
Address	[Address of SDO]	TIN	[TIN Number]
Representative	[Name of Superintendent]	Address	[Residential Address]
TERMS AND CONDITIONS			
Office/Place of Assignment	<b>DEPED SDO [Name of SDO] - ICT Unit</b>		
Contract Period	[Start Date to End Date]	Position	<b>ICT Support Staff</b>
Basic Service Fee per Month	<b>Php [Amount]</b>	Premium Pay	<b>Php [Amount]</b>

### I. GENERAL PROVISIONS

- A. The FIRST PARTY agrees to hire the services of the SECOND PARTY under a Contract of Service (COS) with a monthly fee of THIRTY-EIGHT THOUSAND PESOS (Php 38,000.00) plus a ten percent (10%) premium pay of THREE THOUSAND EIGHT HUNDRED PESOS (Php 3,800.00).
- B. The SECOND PARTY shall not be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.
- C. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Department Orders, and other relevant laws, circulars, and issuances.
- D. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as

government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No.1 s. 2017, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.

- E. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's code of conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.
- F. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.
- G. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.

## **II. DUTIES AND RESPONSIBILITIES OF THE CONTRACT OF SERVICE PERSONNEL**

- A. The tasks and deliverables of the SECOND PARTY shall primarily include the following:
  - 1. 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;
  - 2. Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with HR officers, ensuring completeness and accuracy.
  - 3. Provide clerical, encoding, and administrative assistance to the Information Technology Officer (ITO) for the preparation and consolidation of division-wide reports.

4. 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.
  5. Maintain strict confidentiality, accuracy, and integrity of all data handled in the course of assigned tasks.
- B. The SECOND PARTY will not take on duties that are normally handled by the regular staff of the FIRST PARTY, unless necessary in the exigency of service.
- C. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.

### **III. SERVICE FEE AND OTHER REMUNERATION**

### **IV. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

- A. All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY, and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances:
1. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential;
  2. Information in the public domain;
  3. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and
  4. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties.
- B. The foregoing obligation on confidentiality and non-disclosure shall survive and subsist even after the expiration or termination of this Agreement. In case of breach of this provision, the FIRST PARTY may

exercise its rights against the SECOND PARTY in accordance with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.

#### **V. TERMINATION OF AGREEMENT**

- A. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.
- B. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the following grounds:
  - 1. Unsatisfactory/Poor Performance
  - 2. Dishonesty, gross misconduct, disgraceful and immoral conduct, falsification of documents and commission of other offenses or crimes involving moral turpitude.
  - 3. Violation of the Drug-Free Workplace Policy and other existing government policies.
  - 4. Violations of the terms and conditions of the contract; and
  - 5. Other analogous reasons may be allowed by law
- C. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.

#### **VI. TURN OVER AND CLEARANCE REQUIREMENTS**

- A. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand:
  - a. Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody.
  - b. Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY.
- B. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.

## **VII. DISPUTE RESOLUTION**

- A. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.
- B. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.
- C. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in Pasig City, to the exclusion of all other courts.

IN WITNESS WHEREOF, the parties have signed this Contract on this \_\_\_\_ day of \_\_\_\_,  
**20** at [Locality].

**First Party:**

\_\_\_\_\_  
[Name]  
Superintendent  
DepEd SDO \_\_\_\_\_

**Second Party:**

\_\_\_\_\_  
[Name]  
COS Personnel

## ACKNOWLEDGEMENT

Republic of the Philippines)

) S.S.

Before me, a Notary Public for and in \_\_\_\_ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
------	-----------------	--------------	-------------

**First Party**

**Second Party**

Known to me and to me known to be the same persons who executed the foregoing Service Agreement consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

\_\_\_\_\_  
**NOTARY PUBLIC**

**Doc. No.** \_\_\_\_\_;

**Page No.** \_\_\_\_\_;

**Book No.** \_\_\_\_\_;

**Series of 20**\_\_\_\_\_.

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.