



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **11-383** s. 2025

To: Asst. Schools Division Superintendent  
Members of the Division HRMPSB  
All Elementary and Secondary School Heads  
This Division

**CALL-UP OF APPLICATION FOR INFORMATION AND COMMUNICATIONS  
TECHNOLOGY UNDER CONTRACT OF SERVICE (COS) FOR DIVISION  
ICT INVENTORY AND PERSONNEL MASTERLIST**

1. This has reference to the Memorandum signed by Atty. Fatima Lipp D. Pangontongan, Atty. Mel John I. Verzosa, Wilfredo E. Cabral and, Atty. Marcelino G. Veloso III, dated October 1, 2025 on the Hiring of Contract Service (COS) personnel for the Regional Offices (ROs) and Schools Division Offices (SDOs) which provide guidelines on the engagement of Contract of Service for Information and Communications Technology (ICT) needs.

2. Schools Division Office of Siargao is calling for applicants for the position of Information Communication and Technology (ICT) Support Staff under Contract of Service (COS) to be assigned to the Information Communication and Technology Unit.

**QUALIFICATIONS**

Education: Bachelor's degree relevant to the job  
Training: Eight (8) hours of relevant training  
Experience: One (1) year of relevant experience

**TERMS OF REFERENCE**

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

3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also



Address: Km. 3, Brgy. Osmena, Dapa, Surigao del Norte  
Contact No.: 09190040217

[siargao@depd.gov.ph](mailto:siargao@depd.gov.ph) DepEd



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advised to access the online application thru this link [bit.ly/4dUZ62l](https://bit.ly/4dUZ62l) and submit the mandatory documentary requirements for application such as the following:

- a. Letter Intent addressed to the Schools Division Superintendent  
**MANUEL O. CABERTE**  
Schools Division Superintendent
  - b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2025) with work experience sheet.
  - c. Photocopy of valid and updated PRC License
  - d. Photocopy of proof of Eligibility
  - e. Photocopy of TOR with CAV
  - f. Photocopy of certificate/s of training (if applicable)
  - g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable.
  - h. Photocopy of latest appointment, if applicable
  - i. Photocopy of the Performance Rating in the last rating period covering one (1) full cycle in the current/ latest position prior to the deadline of submission if applicable.
  - j. Checklist of the requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy concept form pursuant to RA 10173 (*Data Privacy Act of 2012*)
  - k. Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to:
    - i. Means of Verification or (MOV's) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance rating in item (i) is not relevant to the position to be filled, if applicable.
4. Document must be enclosed in a red expandable folder. The deadline for submission is on or before **December 8, 2025** thru the Records section.
5. Interview and practical exam will be announced later. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.



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DepEd Siargao





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6. Late and incomplete submission of required documents will not be accepted and considered disqualified.
7. For immediate and wide dissemination.

  
**MANUEL O. CABERTE** <sup>MS</sup>

Schools Division Superintendent

Encls.: None

References: DepEd order no. 07, s. 2023  
DepEd order no. 20, s. 2024  
DepEd order no. 21, s. 2024

To be indicated in the  
Perpetual index under the following subjects:

**HRMPSB**

**PRIME-HRM RSP**

OSDS/rmboncaros  
11/27/2025



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