



Republic of the Philippines

**Department of Education**

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

**RELEASED**

JAN 06 2026

DATE: \_\_\_\_\_ BY:

06 Jan 2026

DIVISION MEMORANDUM  
NO. 004, s. 2026

**CALL FOR APPLICATION FOR CONTRACT OF SERVICE (COS) FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT (ICTU)**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the Joint Memorandum issued October 1, 2025 or the "Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs", this Office announce the Call for Application for COS under ICTU.

2. The Qualifications and Terms of Reference of the said positions are stated below:

<b>POSITION PROFILE</b>	
Position Title: <b>Contract of Service for (ICTU) (4 months Contract)</b>	Monthly Salary: P38,000.00 + Premium P3,800.00
Station of Deployment: SDO Angeles City (ICT Unit)	
<b>MINIMUM QUALIFICATIONS:</b>	
<b>Education:</b> Bachelor's degree relevant to the job <b>Training:</b> Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management) <b>Experience:</b> 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.)	
<b>TERMS OF REFERENCE:</b>	
<ul style="list-style-type: none"> <li>Perform support tasks as assigned by the ITO (e.g., assisting in held validation, preliminary data encoding, clerical support, or tool setup);</li> <li>Report progress and issues to the ITO; and</li> <li>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.</li> </ul>	

3. All interested applicants regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may submit photocopied documentary requirements at the Records Unit of this Division, fastened in a white folder, on/before **January 12, 2026**.



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- 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 PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- c) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR)
- d) Certificate of Training (if applicable)
- e) Certificate of Eligibility, if any
- f) Birth Certificate issued by Phil. Statistics Authority (PSA)

4. Evaluative assessment on the applicant's competencies and interview shall be conducted in the Schools Division Office.

5. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.

6. The Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to "pay-for-position" schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).

7. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

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

EMPLOYMENT

HIRING

RECRUITMENT

CLM/AOIV/January 6, 2026