



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 0282, series 2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Curriculum Implementation Division  
Schools Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned

Subject: **HIRING OF TWO (2) CONTRACT OF SERVICE (COS)  
FOR INFORMATION AND TECHNOLOGY (ICT)**

Date: December 10, 2025

For the information and guidance of all concerned, this Office announces the hiring of two (2) Contract of Service (COS) personnel to support the Information and Communication Technology requirements.

Applicants must meet the minimum qualification standards outlined in **ANNEX A** to be considered for shortlisting and proceed with the application process.

The Panabo City Division Office encourages all interested and qualified individuals to apply, regardless of age, gender, civil status, religion, ethnicity, political affiliation, including members of indigenous communities, persons with disabilities (PWD), and individuals with diverse Sexual Orientation, Gender Identity, and Expression (SOGIE).

Required documents listed in **ANNEX B** must be submitted in a properly labeled folder with tabbing for each document, arranged according to the prescribed sequence. Submissions that are not tabbed or improperly arranged may not be accepted by the Records Section.

Applicants are fully responsible for the authenticity and accuracy of all submitted documents, as affirmed by a duly signed Omnibus Sworn Statement. Any falsified or fraudulent documents shall result in disqualification.

The COS engagement is temporary and valid until December 31, 2026, subject to the completion of deliverables and availability of funds.

Updates regarding recruitment activities or any changes will be communicated through the official Facebook page or via email.

Immediate and wide dissemination of this Memorandum is highly encouraged.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent



**Address:** City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
**Telephone No:** (084) 823-1469, (084) 628-4066  
**Email:** panabocity.division@deped.gov.ph  
**Website:** www.depedpanabocity.com

**RELEASED**

**DEC 11 2025**

RECORDS SECTION SDO PANABO CITY  
BY 



Republic of the Philippines  
Department of Education  
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**Annex A**  
**NOTICE OF VACANCY**  
**(CONTRACT OF SERVICE)**

<b>POSITION PROFILE</b>	
Position:	<b>ICT Support (ICT Inventory and Personnel Masterlist)</b>
Salary: <b>Php38,000.00</b>	Premium: <b>Php 3,800.00</b>
Office Assignment	<b>Office of the Schools Division Superintendent – Information and Communications Technology Unit</b>
<b>QUALIFICATION STANDARDS</b>	
Education:	Bachelor's degree relevant to the job
Training:	Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management)
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.) Preference shall be given to those with programming experience and/or data management/spreadsheet skills
<b>Terms of Reference for the position:</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 Human Resources and Property Officers.	
<b>Deadline of Submission:</b> <b>DECEMBER 29, 2025</b>	
Submit application letter to the Division Office specifying the position being applied for addressed to:	
<b>JINKY B. FIRMAN, PhD, CESO VI</b> Schools Division Superintendent DepEd – Panabo City Division City Hall Ground, Brgy. J.P. Laurel, Panabo City, Davao del Norte	



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**Thru:**

**TYRON O. DUJALI**  
Division IT Officer I  
DepEd- Panabo City Divison

QUALIFIED APPLICANTS shall submit application documents placed in a **BLUE FOLDER**.

**Duties and Responsibilities**

- 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.



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**Annex B**

**List of Documentary Requirements**

Deadline of Submission: **DECEMBER 29, 2025**

The following documentary requirements must be intact in a properly marked folder With tabbing indicating the document submitted and arranged according to the list of requirements to wit:

- a. Letter of Intent addressed to the Head of Office.
- b. Signed Contract of Service.
- c. Updated Personal Data Sheet (PDS) (CSC Form 212, revised 2017);
- d. Curriculum Vitae (CV).
- e. Transcript of Records.
- f. Certificate of Training (if applicable).
- g. Certificate/s of Eligibility, if any.
- h. Birth Certificate issued by Phil. Statistics Authority (PSA).
- i. BIR Tax Identification No. (TIN).
- j. Proof of registration /membership on social benefits programs (SSS, PhilHealth, and Pag-ibig); and
- k. Medical Certificate/s including result of drug testing certified by a government physician and verified by the School Health Division (SHD)/DepEd Central-1 Office Clinic Doctor using the prescribed form under Office Order OO-OSEC 2023-O23 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.