



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-786

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITION FOR TECHNICAL ASSISTANT II UNDER CONTRACT OF SERVICE (COS) FOR THE INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) SECTION

Date : December 11, 2025

This Office announces the acceptance of applications for Contract of Service (COS) personnel in the ICT Section in the Division. The qualification standards are as follows:

Work Category	Education	Training	Experience	Rate	Terms of Reference
Technical Assistant II (Contract of Service)	Bachelor's degree relevant to the job	8 Hours of relevant training (relevant training includes: training on the digital survey, inventory data collection, and data processing and management)	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.)	P38,000.00 per month Premium: P3,800.00 (10% premium)	Preference shall be given to those with programming experience and/ or data management/ spreadsheet skills.

Period: January 2026 to April 2026



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

No. of Vacancy/ies: 2
Salary: Php 38,000.00
Source of Fund: Downloaded Funds Sub-Aro No. ROP-11-25-2381
Place of Assignment: Information Communication and Technology Section

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **SCHOOLS DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet;
- c. Resume/Curriculum Vitae;
- d. Transcript of Records;
- e. 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* or you may download the file on this link: <https://bit.ly/ChecklistCOS2>), **notarized by the authorized official**; and
- f. Screenshot of the submitted online application from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to e) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB does not exclude them from the pool of official applicants.

A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

The deadline for the submission of the applications for interested applicants to the **School Division Office-Records Section** is on **December 21, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.



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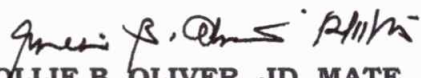
The *proposed* timeline of the selection process is as follows:

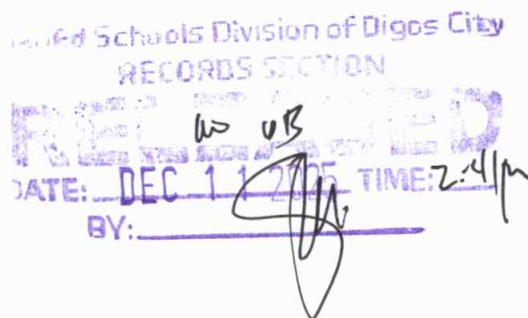
Date	Activities	Personnel Involved	Mode
December 11, 2025 – December 21, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
December 22, 2025– December 23, 2025	Conduct assessment process for qualified applicants & evaluate the results of assessment process	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face

This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent
MELANIE P. ESTACIO, Ph.D, CESO VI


SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor
Officer-In-Charge



OSDS/ ADMIN / HR/bpp



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Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

PROJECT PROPOSAL


Program	ICT Additional Manpower			
Activity Title	Hiring of Contract of Service (2 – Technical Assistant II)			
General Objective	Utilize Joint Memorandum dated October 1, 2025 or the Guidelines on Engagement of Contract of Service for Information and Communications Technology Needs			
Specific Objectives	<p>To provide additional ICT manpower that will support DepEd’s digital transformation efforts by completing essential tasks such as validating ICT equipment inventories, consolidating personnel master lists, and updating internet subscription records across all public schools.</p> <p>To strengthen the implementation and monitoring of ICT programs, particularly the DepEd Computerization Program (DCP), by enabling COS personnel to assist in data consolidation, reporting, and the development of ad hoc monitoring systems using available productivity and low-code tools.</p> <p>To enhance the overall efficiency and quality of ICT services in SDOs by addressing immediate manpower gaps, ensuring equitable distribution of ICT support, and enabling timely, task-specific assistance that improves ICT operations at both division and school levels.</p>			
Proposed Date	January to April 2026			
Amount	P 38,000.00/ month + 3,800.00 (10% premium) x 4 months x 2 persons = Php 334,400.00			
Source of Funds	DPRP Downloaded Funds Sub-Aro No. ROP-11-25-2381			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
COS (Technical Assustant II)	2	Php 38,000.00/ month + 3,800.00 (10% premium) x 4 months	Php 334,400.00	Downloaded Funds Sub-Aro No. ROP-11-25-2381



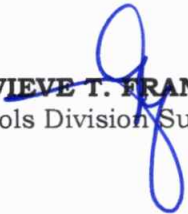
Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

Total			Php 334,400.00	
Rationale	<p>In support of DepEd’s digital transformation agenda, Schools Division Offices (SDOs) are authorized to engage Contract of Service (COS) personnel to address immediate manpower needs in ICT-related tasks. This support is essential to ensure the timely completion of critical activities such as updating ICT equipment inventories, consolidating personnel data, and validating internet subscription information across all public schools.</p> <p>The deployment of COS personnel strengthens the monitoring and implementation of key ICT initiatives, including the DepEd Computerization Program (DCP). By assisting in data management and the development of basic monitoring systems using productivity and low-code tools, COS workers help improve the accuracy, efficiency, and responsiveness of ICT operations within the SDOs.</p> <p>Overall, engaging COS personnel enhances the capability of ICT units to deliver better services at both the division and school levels. Their task-specific and time-bound support fills manpower gaps, improves ICT service delivery, and ensures that SDOs can meet the growing operational demands brought about by DepEd’s digital transformation efforts.</p>			
General Methodology	<p>a) Hiring of Contract of Service</p> <p>b) Selection through the Administrative Office with participation of the IT Officer</p> <p>c) Report to assigned unit</p> <p>d) Conduct of orientation of activities, programs and policies relative to ICT and other related programs.</p>			

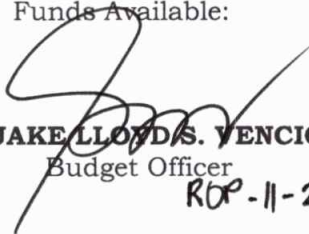
Prepared by:


STEPHEN R. PASCUAL
IT Officer I

Recommending Approval:


MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent

Funds Available:


JAKE LLOYD S. VENCIO
Budget Officer
ROP-11-25-2381

Approved by:


MELANIE F. ESTACIO, PhD, CESO VI
Schools Division Superintendent

