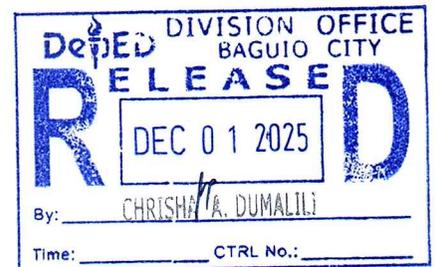




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



December 1, 2025

DIVISION MEMORANDUM

No. 786-2025

HIRING OF INFORMATION AND COMMUNICATIONS TECHNOLOGY SUPPORT UNDER CONTRACT OF SERVICE (CoS)

To: Schools Division Superintendent
 Chiefs of Division
 All Others Concerned

1. This is to inform all interested applicants of the vacant position in the Division Office:

VACANCY/PARTICULARS (2 Vacancies)

Position Title:		ICT Support (Contract of Service)	
Basic Monthly Salary:		P 38,000.00 plus 10% premium rate	
Place of Assignment:		Schools Division Office of Baguio City – Information and Communications Technology Unit	
General			
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 master list. 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.			
Minimum Qualifications:			
Education	Training	Experience	Competency
Bachelor's degree relevant to the job	Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management)	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
Duties and Responsibilities:			
<ul style="list-style-type: none"> a. 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 property custodians; b. Encode, verify and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with HR officers, ensuring completeness and accuracy; c. 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; 			



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

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DepEd Tayo Baguio City

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- d. 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;
- e. Maintain strict confidentiality, accuracy, and integrity of all data handles 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
- f. Perform any other task as may be deemed necessary.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:

- a. Letter of intent addressed to the Head of Office;

SORAYA T. FACULO PhD, CESO V

Schools Division Superintendent
DepEd-Division of Baguio City
#82 Military Cut-Off, Baguio City

- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, if applicable;
- g. Photocopy of Certificate of employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of 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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section on or before **December 10, 2025, not later than 5:00 PM.**
4. For information and dissemination.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent