



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

December 26, 2025

DIVISION MEMORANDUM

No. 495, s. 2025

**CALL FOR APPLICANTS FOR TWO (2) CONTRACTS OF SERVICE (COS)
ICT SUPPORT PERSONNEL FOR ICT INVENTORY
AND PERSONNEL MASTERLIST VALIDATION**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
District Heads
Elementary and Secondary School Heads
Unit/Section Heads
Other Concerned

1. To ensure accurate and updated ICT equipment inventory and personnel master list across all schools under the Schools Division of Northern Samar, there is a need to augment the existing workforce by hiring two (2) ICT Support Personnel under Contract of Service (COS). This initiative supports the Division's compliance with DepEd ICT policies and the efficient implementation of the DepEd Computerization Program.

2. Application Process

Interested applicants shall submit the following documents to the Division HRMO **on or before January 5, 2026**:

- Letter of Intent addressed to **GAUDENCIO C. ALJIBE, JR, CESO VI**, Schools Division Superintendent, Mabini Street, Acacia, Catarman, Northern Samar, 6400.
- Duly accomplished and notarized Updated Personal Data Sheet (PDS) revised 2025
- Transcript of Records (IT related course is an edge)
- Relevant Training Certificates

3. Qualification Standards

- Education: Bachelor's degree relevant to the job
- Training: At least 8 hours of relevant training (Digital Survey, Inventory Data Collection, Data Processing)

- c. Experience: Minimum of 1-year relevant experience (basic computer troubleshooting, MS Office productivity tools)
- d. Eligibility: None required

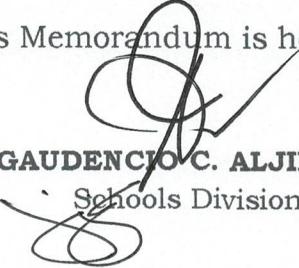
Preference shall be given to applicants with programming experience and/or data management

4. Terms of Engagement

- a. Position: ICT Support Staff
- b. Contract Period: Six (6) months Contract of Service (CoS)
- c. Wages:
P 38,000.00 per month
P 3,800.00 plus 10% premium pay
- d. Place of Assignment: Division – ICT Unit

The engagement shall be governed by existing DepEd orders, CSC-COA-DBM Joint Circulars, and other relevant laws.

5. Immediate dissemination with this Memorandum is hereby desired.


GAUDENCIO C. ALJIBE JR. PhD, CESO V
Schools Division Superintendent 

DepEd Northern Samar
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Date: 12/26/2015