



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**:

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

3. Qualification Standards

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



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northensamar@deped.gov.ph](mailto:northensamar@deped.gov.ph)  
Division Official Website: <https://northensamar.deped.gov.ph>

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  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
  
Date: 12/26/2025