



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 4, 2026

DIVISION MEMORANDUM
 NO. 48 s. 2026

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR INFORMATION
 AND COMMUNICATIONS TECHNOLOGY (ICT) SUPPORT
 UNDER CONTRACT OF SERVICE (COS)**

To: Asst. Schools Division Superintendent
 Chief, CID
 Chief, SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads/Principal/TIC
 All Others Concerned
 This Division

- Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **Requirements**:

Vacant Position : **(1) ICT SUPPORT (COS)**
 Item Number : N/A
 Salary : P38, 000.00 plus P3,800.00 premium
 Validity : 4 months only

A. MINIMUM QUALIFICATIONS	
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.); and
Preference	With programming experience and/or data management/spreadsheet skills

JOB DESCRIPTION:

- Assists 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



Sunset Boulevard, Dawo, 7101 Dapitan City
 0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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- 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;
- 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 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
 - f. Perform any other task assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.
2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **FEBRUARY 17, 2026, 5:00 PM.**
- a. Letter of intent (addressed to the Schools Division Superintendent)
 - b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - c. Photocopy of valid and updated PRC License/ID, if applicable
 - d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
 - f. Photocopy of Certificate/s of Training, if applicable
 - g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - h. Photocopy of latest appointment, if applicable
 - i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
 - j. 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. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements>)
 - k. Other documents as may be required for comparative assessment
Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment.

Photocopy of Performance Rating obtained from the relevant work experience if performance rating in item (i) is not relevant to the position to be filled.

Applicants are expected to:

- Bring all original documents for verification purposes.
- Submit **ONE** comprehensive set of application documents, even if applying for multiple positions. However, a **separate Registration Confirmation and Checklist of Requirements** must be included for each position applied for.





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3. For applicants who opt to send their application through email, you may send your application to pac.sdodapitancity@deped.gov.ph into a single PDF file to ensure efficiency and ease of processing.

Key Requirements:

- **One PDF File:** All necessary documents (e.g., cover letter, PDS, TOR, certificates, etc.) must be consolidated into one comprehensive PDF document.
- **Clear Naming Convention:** Please name your PDF file using a clear and identifiable format, such as: [fullname_position] (e.g.,: **DELACRUZ, JUAN_AOII**)
- **Email Subject Line:** Ensure your email subject line clearly indicates the purpose of your email, for example: Application – [Full Name] – [Position Applied For].

4. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for COS** positions.

5. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapnonteaching-reg>, print out the registration form and checklist and attach one copy of each to your application folder submitted to this office. **Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants.**

For information and dissemination.


JAY S. MONTEALTO, EdD, CESO VI
Schools Division Superintendent

