



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF IMUS CITY

26 DEC 2025

DIVISION MEMORANDUM

No. 789 S. 2025

**CALL FOR APPLICATION FOR TECHNICAL ASSISTANT I
 UNDER CONTRACT OF SERVICE (CoS) FOR INFORMATION
 AND COMMUNICATION TECHNOLOGY NEEDS**

TO: Assistant Schools Division Superintendent
 CID Chief
 SGOD Focal Person
 Education Program Supervisor
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to Department of Education Joint Memorandum entitled “ Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs” dated October 1, 2025, this Office announces the call for application for Technical Assistant I, detailed as follows:

Position	Qualification	Basic Salary plus premium	No. of Pos.	Place of Assignment
Technical Assistant I	<p>Education-Bachelor’s degree relevant to the job</p> <p>Training-Eight (8) hours of relevant training includes training on Digital Survey, Inventory Data Collection and Data Processing and Management</p> <p>Experience- One (1) year of relevant experience includes experience in basic computer troubleshooting, and experience in the use of commonly used productivity tools like MS Office, etc.</p> <p><i>Preference shall be given to those with programming experience and/or data management/spreadsheet skills</i></p>	Php 38,000.00 P3,800.00	1	Information and Technology Unit



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



2. The CoS to be hired shall have the following terms of reference:

The ICT CoS shall provide assistance to the ICT Unit of the SDO to:

- a. Perform support tasks as assigned by the ITO (e.g. assisting in field validation, preliminary data encoding, clerical support, or tool setup, consistent with the above provisions);
- b. Report progress and issues to the ITO; and
- c. Ensures accuracy, timeliness and confidentiality in handling data pursuant to the Data Privacy Act of 2012, its IRR and relevant issuances of the National Privacy Commission.

3. All interested applicants shall submit the following documents in **hard copy** to the Records Section on or before **January 9, 2026, 5:00 p.m. only**.

4. ***Please refer to enclosure no. 1 regarding mandatory requirements and instructions before submission.***

5. Only application documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored thereafter.

6. Applicants may refer to DepEd Order No. 7, s. 2023 on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for the criteria and number of points assigned for each criterion.

7. The timeline for the hiring and selection process for the said positions are indicated below:

Date	Activity
Dec. 22-23, 26, 29, 2025 Jan. 5-9, 2026	Submission and receipt of application to the Records Sections
Jan. 12-14, 2026	Initial evaluation vis-à-vis minimum qualifications
Jan. 15-16, 2026	Conduct of Comparative Assessment/Interview/Written Exam/Open Ranking
Jan. 19, 2026 onwards	Submission of Results to the Appointing Authority

8. The Department of Education-Schools Division of Imus City adheres to the Equal Employment Opportunity Principle (EEOP) in Human Resource Management System. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliations.

9. This Office strictly adheres to **Zero Tolerance Policy on Corruption in Personnel Actions within the Department**.

10. Expenses relative to the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

11. For queries and clarifications, you may contact Ms. Marilyn O. Anglo, HRMO at (046) 4198450 local 206.

12. Immediate and wide dissemination of this Memorandum is desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.12.26
11:49:54 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent



Encl.: Checklist, MOVs per criterion

Reference: DO 7, s. 2023 & DO 21, s. 2024

To be indicated in the Perpetual Index

under the following subjects:

ASSESSMENT
EMPLOYMENT
SELECTION

Enclosure No. 1 to DM No. 789 s. 2025

PART I : To ensure uniformity, arrange the following mandatory requirements in an expanded folder (**red**), properly labeled and tagged per document to facilitate assessment and evaluation:

- A.** 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, notarized by the following authorized officials;
- B.** Letter of Intent must be addressed to Mr. HOMER N. MENDOZA, OIC-Schools Division Superintendent. Kindly indicate the position/s you are applying for with the corresponding office and item number/s;
- C.** Duly accomplished PDS and Work Experience Sheet (CSC Form 212, revised 2017);
**(Note: For PDS: Applicant must ensure all details and information are correct and updated from pages 1-4.
For WES: Applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.)**
- D.** Photocopy of valid and updated PRC license, if applicable;
- E.** Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- F.** Photocopy of scholastic/academic record such as but not limited to TOR and diploma, including completion of graduate and post- graduate units/degrees, if applicable;
- G.** Performance Rating;
- H.** Photocopy of Certificate of Training, if applicable;
- I.** Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the SDS containing the following information: <i>i. Statement of Purpose/ Expression of interest</i> <i>ii. Position applied for</i>			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d.	Photocopy of valid and updated PRC License/ID			
e.	Certificate of Competency Level issued by Authorized body (if applicable)			
f.	Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g.	Photocopy of duly signed Service Record			
h.	Photocopy of latest appointment			
i.	Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any			
j.	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II 11, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k.	Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating <i>(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>			
l.	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m.	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)			
n.	Other documents as may be required by the HRMPSB For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators. For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.