




Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

**DIVISION MEMORANDUM**

No. 30, s. 2026

To: Assistant Schools Division Superintendent  
Chief Education Supervisor – SGOD  
Chief Education Supervisor – CID  
Public Schools District Supervisors  
Elementary School Heads  
Concerned Personnel  
Interested Applicants

From:  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

Subject: **HIRING OF CONTRACT OF SERVICE – ICT SUPPORT**

Date: January 21, 2026

1. The Schools Division of Sorsogon announces its call for applicants for Contract of Service – ICT Support position.

Position Title	Work Category	Monthly Salary	Duration of Contract	Place of Assignment
ICT Support	ICT Support (Inventory & Masterlist)	Php 38,000.00 plus 10% premium	Six (6) months, renewable	Schools Division Office of Sorsogon Province – Information and Communications Technology Unit

2. The minimum qualification standards are as follows:
  - **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)



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- **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.)
- **Eligibility:** None Required

**Other qualifications:** Preference shall be given to those with programming experience and/or data management/spreadsheet skills

3. The COS shall support the Division ICT Unit in completing and validating the ICT equipment inventory of all schools, consolidating school-level internet data and the personnel masterlist. 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.

4. The Duties and Responsibilities are as follows:

- 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 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 consolidation of internet service subscriptions per school, including billing account numbers, service provider name, updated download/upload speed. This includes the status and other details of the DepEd Computerization Program;
- Assists in configuring, maintaining, and troubleshooting monitoring tools (e.g., online forms, spreadsheets, and/or low-code applications) to support data gathering and reporting needs;
- 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





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- Implementing Rules and Regulations (IRR), and relevant issuances of the National Privacy Commission; and
- Perform other tasks assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.
5. All interested applicants are advised to submit the following documentary requirements to **the DepEd SDO Sorsogon – Personnel Section**. The deadline for the submission of requirements is **Monday, February 2, 2026, at exactly 3:00 pm**.
- a. Application Letter addressed to the Schools Division Superintendent.
  - b. Dupy accomplished Personal Data Sheet (CSC Form No. 212, Revised 2025) notarized by a Public Attorney or Notary Public, with a Work Experience Sheet attachment.
  - c. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
  - d. Photocopy of Certificate/s of training/s, seminar/s attended, if any.
  - e. Certificate of Employment, Contract of Service, if any.
  - f. Photocopy of Proof of Eligibility, if any.
6. The SDO Sorsogon Province is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status, or any other characteristics protected by law.
7. For widest dissemination and guidance of all concerned.