



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

DEC 18 2025

**DIVISION MEMORANDUM**

NO. 749, s. 2025

**CALL FOR INTERESTED APPLICANTS FOR THE POSITION OF ICT SUPPORT  
PERSONNEL (CONTRACT OF SERVICE)  
IN THE SCHOOLS DIVISION OFFICE OF BATAAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the call for interested applicants for the position of two (2) ICT Support (Contract of Service) in the Schools Division of City of Bataan to support the Division ICT Unit in completing and validating the ICT equipment inventory of all public schools, consolidating school-level internet data, and the personnel masterlist.
2. The CoS personnel to be hired shall report to the SDO under the direct supervision of the OSDS - Information Technology Officer I and in close coordination with the Human Resources and Property Officers.
3. The hiring of ICT Support (Contract of Service) shall be governed by Joint Memorandum "Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs".
4. The contract shall take effect upon assumption of duty which shall be reported to the Head of Office, unless otherwise terminated due to authorized and/or reasonable circumstances. Renewal of the contract shall be facilitated prior to the end of the contract.
5. Attached are the following Enclosures for reference:
  - 5.1 Terms of Reference of Technical Assistant I (Contract of Service)
  - 5.2 Qualifications
  - 5.3 Schedule of Recruitment and Selection Processes
  - 5.4 Checklist of Requirements and Omnibus Sworn Statement
6. All interested applicants shall submit their letter of intent, notarized Personal Data Sheet, and Checklist of Requirements together with the documents pertaining to the minimum qualification standards using **BLUE folder** to the Records Unit of SDO Bataan located Kabukiran, Calaylayan, Abucay, Bataan.



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**Deadline for submission of application is on December 26, 2025, 5PM.**

7. Only original or authenticated copies of documents/credentials shall be honored during the evaluation and hiring process.

**Any false and fraudulent documents submitted shall be grounds for disqualification of applicants.**

8. In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", online submission of electronic copies of the application documents may be allowed, subject to the submission of hard copies on the actual day of evaluation.

9. All applicants are also advised to upload their pertinent documents (xerox copy) to the link provided on or before December 26, 2025:

**<https://tinyurl.com/BATAANCoSICTU2025>**

10. This Office provides fair and equal opportunity to all qualified applicants, regardless of their age, sex, sexual orientation, gender identity, religion, ethnicity, or political affiliations.

11. Selection and appreciation of documents, MOVs, and point allocation will adhere to DepEd Order No. 07, 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" which will be held on **December 29, 2025, 8:30 AM** at SDO 3/F Conference Room, Abucay Bataan.

12. The HRMPSB is tasked with ensuring impartiality in rating applicants according to these guidelines.

13. Attached is the JOINT MEMORANDUM regarding the GUIDELINES ON THE EIYGAGEMENT SERVICE FOR INFORMATION AND COMMUNICATION TECHNOLOGY NEEDS.

14. The shortlisted candidates shall be forwarded by the HRMPSB to the Appointing Official for possible appointment.

15. Wide dissemination of this memorandum is highly expected.

**CAROLINA S. VIOLETA, EdD, CESO V**

Schools Division Superintende

Encl.: As Stated  
Conduct of YEAREND , YEAR END PERFORMANCE REVIEW  
To be Indicated in the Perpetual Index  
Under the following subjects:  
December 2, 2025

**JERRY DIMLA CRUZ, DEM, CESO VI**  
Assistant Schools Division Superintendent





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**Enclosure No. 1 to Division Memorandum No. \_\_\_\_, s. 2025**

**TERMS OF REFERENCE OF ICT SUPPORT (CONTRACT OF SERVICE)**

The Schools Division Office ICT Support to be hired shall have the following terms of reference:

1. **Perform support tasks** as assigned by the ITO (e.g., assisting in held validation, preliminary data encoding, clerical support, or tool setup, consistent with the above provisions);
2. **Report progress and issues** to the ITO; and
3. **Ensure 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.

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**QUALIFICATIONS FOR ICT COS (Contract of Service)**

The minimum qualifications for the ICT COS are as follows:

1. **Education** : Bachelor's degree relevant to the job;
2. **Training** : Eight (8) hours of relevant training

Relevant training includes: Digital Survey, Inventory Data  
Collection, and Data Processing and Management

3. **Experience** : One (1) year of relevant experience

Relevant experience includes: basic computer troubleshooting,  
and use of commonly used productivity tools like MS Office

4. **Preference** shall be given to those with:

Programming experience and/or

Data management / spreadsheet skills



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**Enclosure No. 2 to Division Memorandum No. \_\_\_, s. 2025**

**SCHEDULE OF RECRUITMENT AND SELECTION PROCESS**

ACTIVITY	DATE	PERSONNEL RESPONSIBLE
Submission and receipt of basic application documents for initial evaluation	December 26, 2025	Applicants Records Officer
Initial evaluation of qualifications of applicants	December 26, 2025	HRMO and HRMSB
Notification to the qualified applicants	December 26, 2025	HRMO and HRMO Secretariat
Comparative Assessment	December 29, 2025	HRMSB
Written Examination and Interview	December 29, 2025	HRMSB
Background Investigation	December 29, 2025	HRMO
Posting of Result	To be announced	HRMPSB

Encl.: As Stated  
Conduct of YEAREND , YEAR END PERFORMANCE REVIEW

To be Indicated in the Perpetual Index  
Under the following subjects:

December 18, 2025





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

## Annex B

### Authority to Hire – COS for Division-Level ICT Inventory and Personnel Masterlist

[Division Letterhead]

**FOR** : [Name of Regional Director]  
**THRU** :  
**FROM** : [Name of SDS]  
**SUBJECT** : **REQUEST FOR AUTHORITY TO HIRE COS PERSONNEL FOR ICT INVENTORY AND PERSONNEL MASTERLIST VALIDATION**  
**DATE** : DD Month YYYY

#### I. PROPOSED COS FOR HIRING

In order to augment the regular workforce of the Schools Division Office of [Name of SDO], authority is respectfully requested to hire the following personnel under Contract of Service (COS):

Name	Work Category	Rate
[Name]	ICT Support (Inventory & Masterlist)	[Rate in words & figures]

#### II. TERMS OF REQUEST

The COS shall provide Division-level support in:

- ICT equipment inventory validation across all schools under the SDO;
- Consolidation and verification of personnel masterlist (names, employee IDs, DepEd email addresses);
- Consolidation of school-level internet data (billing account numbers, service provider, rating, speed, etc.);



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- Encoding and clerical support;
- Monitoring of the DepEd Computerization Program;
- Assistance in setting up and maintaining ad hoc monitoring tools (forms, sheets, or low-code apps); and
- Perform any other task to be assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service - DepEd Central Office.

### III. QUALIFICATION STANDARDS

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.)

Eligibility: None required

Other details:

- Preference shall be given to those with programming experience and/or data management / spreadsheet skills

### IV. JUSTIFICATION

[Provide applicant profiles, assessment process, and justification for selection, following template in school-level sample.]

Attached for reference: TOR, Contract, PDS, CV, Transcript.

[Name of SDS]

Schools Division Superintendent





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## Annex C

### Terms of Reference -- COS for Division ICT Inventory and Personnel Masterlist

<b>Name</b>	[Name]
<b>Position</b>	ICT Support (Contract of Service)
<b>Office Assignment</b>	Schools Division Office of _____ - Information and Communications Technology Unit
<b>Monthly Rate</b>	Thirty-Eight Thousand Pesos (PhP 38,000.00) plus Ten Percent (10%) premium rate equivalent to Three Thousand Eight Hundred Pesos (PhP 3,800.00)
<b>General</b>	
The COS shall support the Division ICT Unit in completing and validating the ICT equipment inventory of all public 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.	
<b>Minimum Qualifications</b>	
• 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.)
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"><li>• 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;</li><li>• Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with HR officers, ensuring completeness and</li></ul>	



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## Annex D

Contract of Service - Division-Level ICT Support

### CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

FIRST PARTY		SECOND PARTY	
DEPARTMENT OF EDUCATION (DEPED) Schools Division Office of [Name of SDO]		Name	[Name of COS Personnel]
Address	[Address of SDO]	Address	[Residential Address]
Representative	[Name of Superintendent]	TIN	[TIN Number]
TERMS AND CONDITIONS			
Office/Place of Assignment	DEPED SDO [Name of SDO] - ICT Unit		
Contract Period	[Start Date to End Date]	Position	ICT Support Staff
Basic Service Fee per Month	PhP [Amount]	Premium Pay	PhP [Amount]

#### I. GENERAL PROVISIONS

- A. The FIRST PARTY agrees to hire the services of the SECOND PARTY under a Contract of Service (COS) with a monthly fee of THIRTY-EIGHT THOUSAND PESOS (PhP 38,000.00) plus a Ten Percent (10%) premium pay of THREE THOUSAND EIGHT HUNDRED PESOS (PhP 3,800.00).
- B. The SECOND PARTY shall not be entitled to the benefits granted to regular plantilla employees, such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), mid-year bonus, productivity incentive, Thirteenth (13<sup>th</sup>) month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent Civil Service Commission (CSC), Department of Budget and Management (DBM), and Commission on Audit (COA) laws, directives, policies, circulars, rules, and regulations on the matter.
- C. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and





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disqualifications, in existing DEPED orders, and other relevant laws, circulars, and issuances.

- D. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the CSC and Regulations for plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No.1 s. 2017, as amended by COA-DBM JC No. 2, s. 2020 and COA-DBM JC No. 2, s. 2024, and other relevant and applicable laws, policies, circulars, rules and regulations.
- E. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's Code of Conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.
- F. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing CSC laws, rules and regulations.
- G. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.

**II. DUTIES AND RESPONSIBILITIES OF THE CONTRACT OF SERVICE PERSONNEL**

- A. The tasks and deliverables of the SECOND PARTY shall primarily include the following:
1. 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;



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2. Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with Human Resources officers, ensuring completeness and accuracy;
  3. Provide clerical, encoding, and administrative assistance to the Information Technology Officer (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 also includes the status and other details of the DepEd Computerization Program;
  4. 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;
  5. 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
  6. Perform any other task assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.
- B. The SECOND PARTY will not take on duties that are normally handled by the regular staff of the FIRST PARTY, unless necessary in the exigency of service.
- C. The SECOND PARTY must render work for at least five (5) days a week or whenever reasonably required to perform work, subject to applicable CSC policies, rules and regulations. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.

**III. SERVICE FEE AND OTHER REMUNERATION**

The SECOND PARTY shall be entitled to a monthly fee of THIRTY-EIGHT THOUSAND PESOS (PhP 38,000.00) plus a Ten Percent (10%) premium pay of THREE THOUSAND EIGHT HUNDRED PESOS (PhP 3,800.00).

**IV. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**





Republika ng Pilipinas  
**Department of Education**

**JOINT MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS  
REGIONAL AND DIVISION SUPPLY OFFICERS  
REGIONAL AND DIVISION HR OFFICERS  
SCHOOL HEADS  
ALL OTHER CONCERNED

**FROM :** **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

**ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration

**WILFREDO E. CABRAL**  
Undersecretary for Human Resource and Organizational Development

**ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary for Information and Communications Technology Service

**SUBJECT :** **GUIDELINES ON THE ENGAGEMENT OF CONTRACT OF SERVICE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY NEEDS**

**DATE :** 1 October 2025

**1. Scope and Rationale.**

- a. In line with DepEd's digital transformation agenda, these Guidelines authorize Schools Division Offices (SDOs) to engage Contract of Service (COS) to address immediate manpower needs.
- b. The COS shall support the following:

- i. Completion and validation of the updated Information and Communications Technology (ICT) equipment inventory across all public schools;
  - ii. Consolidation of a personnel masterlist containing employee names, official email addresses, and employee IDs;
  - iii. Consolidation of internet service subscriptions per school, including billing account numbers, service provider name, updated download / upload speeds;
  - iv. Monitoring of the DepEd Computerization Program (DCP);
  - v. Establishment of an ad hoc monitoring system for datasets using existing productivity and low-code tools; and
  - vi. Perform any other task to be assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service (ICTS) - DepEd Central Office.
- c. The engagement of COS shall be temporary, task-specific, and limited to the duration required to complete the stated objectives. The COS shall not be assigned to perform the job description/roles/responsibilities of the Information Technology Officers (ITO) or any existing regular employee of the SDO.
  - d. There shall be no employer-employee relationship between the COS and DepEd and no service rendered by the COS shall be credited as government service.
  - e. To augment the staffing complement of the ICT Unit in the SDOs and to improve the service delivery to its clientele at the SDO and school levels, all SDOs shall be allowed to engage COS to be lodged under the ICT Unit of the SDO.
  - f. To ensure equitable distribution of support fund, the number of COS that may be engaged by each SDO shall be based on its size classification:

<b>SDO Size Classification</b>	<b>Allocation of COS</b>
Small	1
Medium	2
Large	3



Very Large	4
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## 2. Roles and Responsibilities.

### a. Regional Offices (ROs) shall:

- i. Monitor the SDO's compliance with these Guidelines in their COS engagement and implementation;
- ii. Review and validate SDO deliverables before endorsing to the Central Office;
- iii. Track utilization and liquidation of downloaded funds;
- iv. Provide technical assistance to SDOs in using shared templates and monitoring systems;
- v. Ensure synchronization of regional data with school division data; and
- vi. Ensure that the COS shall not perform tasks other than what are provided under these Guidelines.

### b. School Division Superintendents (SDS) shall:

- i. Designate the ITO as lead implementer and supervisor of COS;
- ii. Instruct Human Resources (HR) and Property Officers to cooperate fully with the ITO and provide validated data;
- iii. Ensure HR, Property, and ICT units coordinate closely, with the ITO as overall lead;
- iv. Remove administrative obstacles to facilitate timely completion;
- v. Consolidate and validate final outputs before submission to the Regional and Central Office;
- vi. Ensure, if no existing monitoring system is in place, that the ad hoc monitoring system is embedded in division workflows;
- vii. Ensure that the COS shall not perform tasks other than what are provided under these Guidelines; and
- viii. Shall be accountable for all expected deliverables of the COS.

### c. Information Technology Officers (ITOs) shall:

- i. Serve as primary responsible officer for ICT inventory and personnel masterlist completion;
  - ii. Conduct and verify data collection, validation, and encoding;
  - iii. Assign and supervise the COS;
  - iv. Coordinate with HR and Property Officers to validate personnel and property data;
  - v. Configure and maintain the ad hoc monitoring system;
  - vi. Update shared templates monthly and ensure accuracy, timeliness, and data security; and
  - vii. Report to the Central Office instances wherein the COS are made to perform tasks other than what are provided under these Guidelines.
- d. HR and Property Officers shall:
  - i. Provide the ITO with complete and validated personnel and property data;
  - ii. Respond promptly to requests for records verification; and
  - iii. Coordinate with the COS under the ITO's direction to ensure consistency and accuracy.
- e. The COS shall:
  - i. 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;
  - ii. Report progress and issues to the ITO; and
  - iii. Ensure accuracy, timeliness, and confidentiality in handling data 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.

### 3. **Terms of Reference.**

- a. *Duties and Responsibilities.* The ICT COS shall provide assistance to the ICT Unit of the SDO to:

- i. 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);
  - ii. Report progress and issues to the ITO; and
  - iii. Ensure 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.
- b. *Immediate Supervisor.* The COS shall be supervised by the ITO who shall serve as their rater under the DepEd Performance Management and Evaluation System.
- c. *Qualifications.* The minimum qualifications for the ICT COS are as follows:
  - i. Education: Bachelor's degree relevant to the job;
  - ii. Training: Eight (8) hours of relevant training (relevant training includes: training on Digital Survey, Inventory Data Collection, and Data Processing and Management);
  - iii. 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
  - iv. Preference shall be given to those with programming experience and/or data management / spreadsheet skills.
- d. *Hiring Process.*
  - i. SDOs shall engage the COS in accordance with the guidelines prescribed under Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017, as amended by COA-DBM JC No. 2, s. 2020 and COA-DBM JC No. 2, s. 2024.
  - ii. Engagement shall be valid until 31 December 2025, subject to completion of deliverables and availability of funds, and may be renewed, provided that a written notice of renewal is issued to the concerned ROs and SDOs at least one (1) month prior to the expiration of the engagement. Provided further that renewal will only be available if the COA-DBM Joint Circular No. 1, s. 2017, as amended by COA-DBM JC No. 2, s. 2020 and COA-DBM JC No. 2, s. 2024, is further amended extending the engagement of COS



beyond 31 December 2025, and subject to the extent of the extension/s provided.

e. *Documentary Requirements.* The documentary requirements to be submitted by the ICT COS shall be:

- i. Signed Contract of Service;
- ii. Updated Personal Data Sheet (PDS) (CSC Form 212, revised 2017);
- iii. Curriculum Vitae (CV);
- iv. Transcript of Records;
- v. Certificate of Training (if applicable);
- vi. Certificate/s of Eligibility, if any;
- vii. Birth Certificate issued by Phil. Statistics Authority (PSA);
- viii. BIR Tax Identification No. (TIN);
- ix. Proof of registration/membership on social benefits programs (SSS, PhilHealth, and Pag-Ibig); and
- x. Medical Certificate/s including result of drug testing certified by a government physician and verified by the School Health Division (SHD)/DepEd Central Office Clinic Doctor using the prescribed form under Office Order OO-OSEC-2023-023 dated 13 February 2023, titled "Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office", as amended.

#### 4. **Downloading of Program Support Fund.**

a. *Source of Funds.*

- i. The payment of monthly salary covering the engagement period, including premium of the ICT COS, shall be sourced from the DepEd Computerization Program (DCP) - Program Support Fund (PSF) – Fiscal Year (FY) 2025 from the Central Office to be downloaded to all SDOs, subject to the usual budgeting, accounting, and auditing laws, rules, and regulations.
- ii. Details of fund allocation are enclosed under *Annex A*.
- iii. The DCP-PSF – FY 2025 is computed based on the allocation of the COS per SDO, the monthly salary equivalent to Technical Assistant

II position amounting to Thirty-Eight Thousand Pesos (PhP38,000.00), multiplied by four (4) months, plus premium of Ten Percent (10%), equivalent to Three Thousand Eight Hundred Pesos (PhP3,800.00).

- b. *Utilization.* SDOs shall ensure that funds are used exclusively for COS compensation and allowable related expenses.
- c. *Liquidation.* SDOs shall submit liquidation reports to the ROs in accordance with existing accounting and auditing rules, supported by contracts, accomplishment reports, payroll, and proof of deliverables.
- d. *Oversight.* ROs shall validate SDO utilization and liquidation before endorsement to the Central Office.

**5. Payment of Salary and Premium.**

- a. As a general rule, the payment of salary and premium of the ICT COS shall be made by the SDO concerned in accordance with the following procedures:
  - i. The hired COS shall prepare their accomplishment report and daily time record (DTR).
  - ii. The SDO, upon review of the accomplishment report and DTR, shall pay the salary of the ICT COS and facilitate the required documents for liquidation of COS salary. The accomplishment report, DTR, and notarized service agreement shall be attached.
- b. All Regions shall have a uniform premium rate of Ten Percent (10%). The payment of premium shall be given at the end of each month.

**6. Deliverables.** Within three (3) months from the date of receipt of funds, SDOs shall submit to the Regional and Central Offices the following:

- a. Updated and validated ICT Equipment Inventory Report – per school, consolidated at the division level, using the official shared inventory template to be subsequently provided by ICTS;
- b. Verified Personnel Masterlist – names, employee IDs, and official DepEd email addresses, consolidated at the division level, using the prescribed masterlist template to be subsequently provided by ICTS;
- c. Completion and other operational details of the DCP initiative;



- d. Ad hoc monitoring system (shared form/sheet or low-code tool configuration) for tracking incremental updates and/or Application Programming Interface (API) access instructions to secure data in near real-time; and
- e. Completion report, following the format outlined under Item No. 8 of the Guidelines.

**7. Ongoing Updating and Maintenance.** The ICT Equipment Inventory and Personnel Masterlist are living documents and shall be regularly updated by the SDO beyond the initial submission period.

- a. *Monthly Updating.* The ITO, with support from HR and Property Officers, shall update the shared templates at least once a month to capture new entries, attrition, or asset changes.
- b. *Process Ownership.* The ITO shall establish a system with the proper personnel to ensure updates are continuous and institutionalized.
- c. *Continuity.* Updates shall continue until a centralized asset and HR system is deployed by the Central Office, at which point data shall be migrated as instructed.

**8. Reporting and Accountability.**

- a. ROs shall validate, consolidate, and ensure synchronization of SDO submissions within the prescribed shared templates before issuing a formal endorsement to the Central Office. While template files are centrally shared, the RO is responsible for confirming the completeness and accuracy of entries across divisions and for resolving discrepancies prior to endorsement.
- b. SDOs must submit a completion report to the Central Office, through the ICTS, and their respective ROs, detailing the following:
  - i. Number of COS engaged;
  - ii. Period of engagement;
  - iii. Accomplished deliverables;
  - iv. Details of the ad hoc / actual monitoring system (link, designated owners, update protocols); and
  - v. Links to the submitted ICT Inventory and Personnel Masterlist in the prescribed shared templates.

- c. The ITO remains accountable for the accuracy and completeness of outputs. The COS are recognized as support, while HR and Property Officers are responsible for providing timely and validated inputs.
9. **Use of Standard Templates.** To ensure uniformity and compliance in the engagement of the COS, SDOs shall adopt the attached standard templates as annexes to these Guidelines, namely:
- a. *Annex B: Authority to Hire* (Division-level COS for ICT Inventory and Personnel Masterlist)
  - b. *Annex C: Terms of Reference (TOR)*
  - c. *Annex D: Contract of Service*
10. For any query or clarification, kindly coordinate with the Technology Infrastructure Division through telephone number 02- 8633-2363 or via email at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph).
11. For immediate dissemination and compliance.



# Annex A

## Fund Allocation

### Regional Summary

<i>Region</i>	Very Large	Small	Medium	Large	Grand Total	Total required
1		6	12	6	24	₱4,012,800.00
2		4	6	6	16	₱2,675,200.00
3		6	22	12	40	₱6,688,000.00
5	4	1	18	6	29	₱4,848,800.00
6	4	1	12		17	₱2,842,400.00
7	4	3	14	3	24	₱4,012,800.00
8		3	18	3	24	₱4,012,800.00
9		2	10	6	18	₱3,009,600.00
10		4	18	3	25	₱4,180,000.00
11		1	18	3	22	₱3,678,400.00
12		1	12	3	16	₱2,675,200.00
4A	4	4	28	12	48	₱8,025,600.00
4B			12	3	15	₱2,508,000.00
CAR			16		16	₱2,675,200.00
CARAGA		3	18		21	₱3,511,200.00
NCR		1	24	9	34	₱5,684,800.00
NIR		8	22	6	36	₱6,019,200.00
<b>Grand Total</b>	<b>16</b>	<b>48</b>	<b>280</b>	<b>81</b>	<b>425</b>	<b>₱71,060,000.00</b>

## Division Details

Region	SDO Name	SDO Size	COS Count	Amount
1	Alaminos City	Small	1	₱167,200.00
1	Batac City	Small	1	₱167,200.00
1	Candon City(new)	Small	1	₱167,200.00
1	Dagupan City	Medium	2	₱334,400.00
1	Ilocos Norte	Medium	2	₱334,400.00
1	Ilocos Sur	Medium	2	₱334,400.00
1	La Union	Medium	2	₱334,400.00
1	Laoag City	Small	1	₱167,200.00
1	Pangasinan I	Large	3	₱501,600.00
1	Pangasinan II	Large	3	₱501,600.00
1	San Carlos City	Medium	2	₱334,400.00
1	San Fernando City	Small	1	₱167,200.00
1	Urdaneta City	Medium	2	₱334,400.00
1	Vigan City	Small	1	₱167,200.00

2	Batanes	Small	1	₱167,200.00
2	Cagayan	Large	3	₱501,600.00
2	Cauayan City	Small	1	₱167,200.00
2	Ilagan	Small	1	₱167,200.00
2	Isabela	Large	3	₱501,600.00
2	Nueva Vizcaya	Medium	2	₱334,400.00
2	Quirino	Medium	2	₱334,400.00
2	Santiago City	Small	1	₱167,200.00
2	Tuguegarao City	Medium	2	₱334,400.00
3	Angeles City	Medium	2	₱334,400.00
3	Aurora	Medium	2	₱334,400.00
3	Balanga City	Small	1	₱167,200.00
3	Baliwag	Medium	2	₱334,400.00
3	Bataan	Medium	2	₱334,400.00
3	Bulacan	Large	3	₱501,600.00



3	Cabanatuan City	Medium	2	₱334,400.00
3	Gapan City	Small	1	₱167,200.00
3	Mabalacat City	Small	1	₱167,200.00
3	Malolos City	Medium	2	₱334,400.00
3	Meycauayan City	Small	1	₱167,200.00
3	Muñoz Science City	Small	1	₱167,200.00
3	Nueva Ecija	Large	3	₱501,600.00
3	Olongapo City	Medium	2	₱334,400.00
3	Pampanga	Large	3	₱501,600.00
3	San Fernando City	Medium	2	₱334,400.00
3	San Jose City (Nueva Ecija)	Small	1	₱167,200.00
3	San Jose Del Monte City	Medium	2	₱334,400.00
3	Tarlac	Large	3	₱501,600.00
3	Tarlac City	Medium	2	₱334,400.00
3	Zambales	Medium	2	₱334,400.00

4A	Antipolo City	Medium	2	₱334,400.00
4A	Bacoor	Small	1	₱167,200.00
4A	Batangas	Large	3	₱501,600.00
4A	Batangas City	Medium	2	₱334,400.00
4A	Biñan City	Medium	2	₱334,400.00
4A	Cabuyao City	Medium	2	₱334,400.00
4A	Calamba City	Medium	2	₱334,400.00
4A	Cavite	Large	3	₱501,600.00
4A	Cavite City	Small	1	₱167,200.00
4A	Dasmariñas City	Medium	2	₱334,400.00
4A	General Trias	Medium	2	₱334,400.00
4A	Imus	Small	1	₱167,200.00
4A	Laguna	Large	3	₱501,600.00
4A	Lipa City	Medium	2	₱334,400.00
4A	Lucena City	Medium	2	₱334,400.00

4A	Quezon	Very Large	4	₱668,800.00
4A	Rizal	Large	3	₱501,600.00
4A	San Pablo City	Medium	2	₱334,400.00
4A	San Pedro	Medium	2	₱334,400.00
4A	Sta Rosa City	Medium	2	₱334,400.00
4A	Sto. Tomas City	Medium	2	₱334,400.00
4A	Tanauan City	Medium	2	₱334,400.00
4A	Tayabas City	Small	1	₱167,200.00
4B	Calapan City	Medium	2	₱334,400.00
4B	Marinduque	Medium	2	₱334,400.00
4B	Occidental Mindoro	Medium	2	₱334,400.00
4B	Oriental Mindoro	Medium	2	₱334,400.00
4B	Puerto Princesa City	Medium	2	₱334,400.00
4B	Palawan	Large	3	₱501,600.00
4B	Romblon	Medium	2	₱334,400.00



5	Albay	Large	3	₱501,600.00
5	Camarines Norte	Medium	2	₱334,400.00
5	Camarines Sur	Very Large	4	₱668,800.00
5	Catanduanes	Medium	2	₱334,400.00
5	Iriga City	Small	1	₱167,200.00
5	Legaspi City	Medium	2	₱334,400.00
5	Ligao City	Medium	2	₱334,400.00
5	Masbate	Large	3	₱501,600.00
5	Masbate City	Medium	2	₱334,400.00
5	Naga City	Medium	2	₱334,400.00
5	Sorsogon	Medium	2	₱334,400.00
5	Sorsogon City	Medium	2	₱334,400.00
5	Tabaco City	Medium	2	₱334,400.00
6	Aklan	Medium	2	₱334,400.00
6	Antique	Medium	2	₱334,400.00

6	Capiz	Medium	2	₱334,400.00
6	Guimaras	Medium	2	₱334,400.00
6	Iloilo	Very Large	4	₱668,800.00
6	Iloilo City	Medium	2	₱334,400.00
6	Passi City2	Small	1	₱167,200.00
6	Roxas City	Medium	2	₱334,400.00
7	Bogo City	Small	1	₱167,200.00
7	Bohol	Large	3	₱501,600.00
7	Carcar City	Medium	2	₱334,400.00
7	Cebu	Very Large	4	₱668,800.00
7	Cebu City	Medium	2	₱334,400.00
7	Danao City	Medium	2	₱334,400.00
7	Lapu-lapu City	Medium	2	₱334,400.00
7	Mandaue City	Medium	2	₱334,400.00
7	Naga City	Small	1	₱167,200.00

7	Tagbilaran City	Small	1	₱167,200.00
7	Talisay City	Medium	2	₱334,400.00
7	Toledo City	Medium	2	₱334,400.00
8	Baybay City	Small	1	₱167,200.00
8	Biliran	Medium	2	₱334,400.00
8	Borongan City	Small	1	₱167,200.00
8	Calbayog City	Medium	2	₱334,400.00
8	Catbalogan City	Medium	2	₱334,400.00
8	Eastern Samar	Medium	2	₱334,400.00
8	Leyte	Large	3	₱501,600.00
8	Maasin City	Small	1	₱167,200.00
8	Northern Samar	Medium	2	₱334,400.00
8	Ormoc City	Medium	2	₱334,400.00
8	Samar (Western Samar)	Medium	2	₱334,400.00
8	Southern Leyte	Medium	2	₱334,400.00

8	Tacloban City	Medium	2	₱334,400.00
9	Dapitan City	Small	1	₱167,200.00
9	Dipolog City	Medium	2	₱334,400.00
9	Isabela City	Medium	2	₱334,400.00
9	Pagadian City	Medium	2	₱334,400.00
9	Zamboanga City	Medium	2	₱334,400.00
9	Zamboanga del Norte	Large	3	₱501,600.00
9	Zamboanga del Sur	Large	3	₱501,600.00
9	Zamboanga Sibugay Province	Medium	2	₱334,400.00
9	Sulu	Small	1	₱167,200.00
10	Bukidnon	Large	3	₱501,600.00
10	Cagayan de Oro City	Medium	2	₱334,400.00
10	Camiguin	Small	1	₱167,200.00
10	El Salvador City	Small	1	₱167,200.00
10	Gingoog City	Medium	2	₱334,400.00



10	Iligan City	Medium	2	₱334,400.00
10	Lanao del Norte	Medium	2	₱334,400.00
10	Malaybalay City (new)	Medium	2	₱334,400.00
10	Misamis Occidental	Medium	2	₱334,400.00
10	Misamis Oriental	Medium	2	₱334,400.00
10	Oroquieta City	Small	1	₱167,200.00
10	Ozamiz City	Medium	2	₱334,400.00
10	Tangub City	Small	1	₱167,200.00
10	Valencia City	Medium	2	₱334,400.00
11	Davao de Oro (Compostela Valley)	Medium	2	₱334,400.00
11	Davao City	Large	3	₱501,600.00
11	Davao del Norte	Medium	2	₱334,400.00
11	Davao del Sur	Medium	2	₱334,400.00
11	Davao Oriental	Medium	2	₱334,400.00
11	Davao Occidental	Medium	2	₱334,400.00

11	Digos City	Medium	2	₱334,400.00
11	Island Garden City of Samal	Small	1	₱167,200.00
11	Mati City	Medium	2	₱334,400.00
11	Panabo City	Medium	2	₱334,400.00
11	Tagum City	Medium	2	₱334,400.00
12	General Santos City	Medium	2	₱334,400.00
12	Koronadal City	Medium	2	₱334,400.00
12	Kidapawan City	Medium	2	₱334,400.00
12	North Cotabato	Large	3	₱501,600.00
12	Sarangani	Medium	2	₱334,400.00
12	South Cotabato	Medium	2	₱334,400.00
12	Sultan Kudarat	Medium	2	₱334,400.00
12	Tacurong City*	Small	1	₱167,200.00
CARAGA	Agusan Del Norte	Medium	2	₱334,400.00
CARAGA	Agusan Del Sur	Medium	2	₱334,400.00

CARAGA	Bayugan City	Small	1	₱167,200.00
CARAGA	Bislig City	Medium	2	₱334,400.00
CARAGA	Butuan City	Medium	2	₱334,400.00
CARAGA	Cabadbaran City	Small	1	₱167,200.00
CARAGA	Province of Dinagat Island	Medium	2	₱334,400.00
CARAGA	Siargao	Medium	2	₱334,400.00
CARAGA	Surigao City	Medium	2	₱334,400.00
CARAGA	Surigao del Norte	Medium	2	₱334,400.00
CARAGA	Surigao del Sur	Medium	2	₱334,400.00
CARAGA	Tandag City	Small	1	₱167,200.00
CAR	Abra	Medium	2	₱334,400.00
CAR	Apayao	Medium	2	₱334,400.00
CAR	Baguio City	Medium	2	₱334,400.00
CAR	Benguet	Medium	2	₱334,400.00
CAR	Ifugao	Medium	2	₱334,400.00

CAR	Kalinga	Medium	2	₱334,400.00
CAR	Mt. Province	Medium	2	₱334,400.00
CAR	Tabuk City	Medium	2	₱334,400.00
NCR	Caloocan	Large	3	₱501,600.00
NCR	Las Piñas City	Medium	2	₱334,400.00
NCR	Makati City	Medium	2	₱334,400.00
NCR	Malabon City	Medium	2	₱334,400.00
NCR	Navotas City	Medium	2	₱334,400.00
NCR	Mandaluyong City	Medium	2	₱334,400.00
NCR	Manila	Large	3	₱501,600.00
NCR	Marikina City	Medium	2	₱334,400.00
NCR	Muntinlupa City	Medium	2	₱334,400.00
NCR	Parañaque City	Medium	2	₱334,400.00
NCR	Pasay City	Medium	2	₱334,400.00
NCR	Pasig City	Medium	2	₱334,400.00



NCR	San Juan	Small	1	₱167,200.00
NCR	Quezon City	Large	3	₱501,600.00
NCR	Taguig and Pateros	Medium	2	₱334,400.00
NCR	Valenzuela City	Medium	2	₱334,400.00
NIR	Bacolod City	Medium	2	₱334,400.00
NIR	Bago City	Medium	2	₱334,400.00
NIR	Bais City	Small	1	₱167,200.00
NIR	Bayawan City	Medium	2	₱334,400.00
NIR	Cadiz City	Medium	2	₱334,400.00
NIR	Canlaon	Small	1	₱167,200.00
NIR	Dumaguete City	Small	1	₱167,200.00
NIR	Escalante City	Small	1	₱167,200.00
NIR	Guihulngan City	Small	1	₱167,200.00
NIR	Himamaylan	Medium	2	₱334,400.00
NIR	Kabankalan City	Medium	2	₱334,400.00

NIR	La Carlota City	Small	1	₱167,200.00
NIR	Negros Occidental	Large	3	₱501,600.00
NIR	Negros Oriental	Large	3	₱501,600.00
NIR	Sagay City	Medium	2	₱334,400.00
NIR	San Carlos City	Medium	2	₱334,400.00
NIR	Silay City	Medium	2	₱334,400.00
NIR	Sipalay City	Medium	2	₱334,400.00
NIR	Siquijor	Medium	2	₱334,400.00
NIR	Tanjay City	Small	1	₱167,200.00
NIR	Victorias City	Small	1	₱167,200.00

# Annex B

## Authority to Hire – COS for Division-Level ICT Inventory and Personnel Masterlist

### [Division Letterhead]

**FOR** : [Name of Regional Director]  
**THRU** :  
**FROM** : [Name of SDS]  
**SUBJECT** : **REQUEST FOR AUTHORITY TO HIRE COS PERSONNEL FOR ICT INVENTORY AND PERSONNEL MASTERLIST VALIDATION**  
**DATE** : DD Month YYYY

### I. PROPOSED COS FOR HIRING

In order to augment the regular workforce of the Schools Division Office of [Name of SDO], authority is respectfully requested to hire the following personnel under Contract of Service (COS):

Name	Work Category	Rate
[Name]	ICT Support (Inventory & Masterlist)	[Rate in words & figures]

### II. TERMS OF REQUEST

The COS shall provide Division-level support in:

- ICT equipment inventory validation across all schools under the SDO;
- Consolidation and verification of personnel masterlist (names, employee IDs, DepEd email addresses);
- Consolidation of school-level internet data (billing account numbers, service provider, rating, speed, etc.);

- Encoding and clerical support;
- Monitoring of the DepEd Computerization Program;
- Assistance in setting up and maintaining ad hoc monitoring tools (forms, sheets, or low-code apps); and
- Perform any other task to be assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.

### **III. QUALIFICATION STANDARDS**

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.)

Eligibility: None required

Other details:

- Preference shall be given to those with programming experience and/or data management / spreadsheet skills

### **IV. JUSTIFICATION**

[Provide applicant profiles, assessment process, and justification for selection, following template in school-level sample.]

Attached for reference: TOR, Contract, PDS, CV, Transcript.

[Name of SDS]

Schools Division Superintendent



# Annex C

## Terms of Reference – COS for Division ICT Inventory and Personnel Masterlist

<b>Name</b>	[Name]
<b>Position</b>	ICT Support (Contract of Service)
<b>Office Assignment</b>	Schools Division Office of _____ – Information and Communications Technology Unit
<b>Monthly Rate</b>	Thirty-Eight Thousand Pesos (PhP 38,000.00) plus Ten Percent (10%) premium rate equivalent to Three Thousand Eight Hundred Pesos (PhP 3,800.00)
<b>General</b>	
The COS shall support the Division ICT Unit in completing and validating the ICT equipment inventory of all public 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.	
<b>Minimum Qualifications</b>	
• 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.)
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>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;</li> <li>Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with HR officers, ensuring completeness and</li> </ul>	

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 also includes the status and other details of the DepEd Computerization Program;
- 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;
- 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
- Perform any other task assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.

**Source of Fund**

[Specify – e.g., MOOE, downloaded funds, etc.]

**Conforme:** \_\_\_\_\_

(Signature of COS)

**Approved by:** \_\_\_\_\_

(Signature of SDS/ITO)

# Annex D

Contract of Service – Division-Level ICT Support

## CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

FIRST PARTY		SECOND PARTY	
DEPARTMENT OF EDUCATION (DEPED) Schools Division Office of [Name of SDO]		Name	[Name of COS Personnel]
Address	[Address of SDO]	Address	[Residential Address]
Representative	[Name of Superintendent]	TIN	[TIN Number]
TERMS AND CONDITIONS			
Office/Place of Assignment	DEPED SDO [Name of SDO] - ICT Unit		
Contract Period	[Start Date to End Date]	Position	ICT Support Staff
Basic Service Fee per Month	PhP [Amount]	Premium Pay	PhP [Amount]

### I. GENERAL PROVISIONS

- A. The FIRST PARTY agrees to hire the services of the SECOND PARTY under a Contract of Service (COS) with a monthly fee of THIRTY-EIGHT THOUSAND PESOS (PhP 38,000.00) plus a Ten Percent (10%) premium pay of THREE THOUSAND EIGHT HUNDRED PESOS (PhP 3,800.00).
- B. The SECOND PARTY shall not be entitled to the benefits granted to regular plantilla employees, such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), mid-year bonus, productivity incentive, Thirteenth (13<sup>th</sup>) month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent Civil Service Commission (CSC), Department of Budget and Management (DBM), and Commission on Audit (COA) laws, directives, policies, circulars, rules, and regulations on the matter.
- C. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and

disqualifications, in existing DEPED orders, and other relevant laws, circulars, and issuances.

- D. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the CSC and Regulations for plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No.1 s. 2017, as amended by COA-DBM JC No. 2, s. 2020 and COA-DBM JC No. 2, s. 2024, and other relevant and applicable laws, policies, circulars, rules and regulations.
- E. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's Code of Conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.
- F. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing CSC laws, rules and regulations.
- G. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.

## **II. DUTIES AND RESPONSIBILITIES OF THE CONTRACT OF SERVICE PERSONNEL**

- A. The tasks and deliverables of the SECOND PARTY shall primarily include the following:
  - 1. 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;



2. Encode, verify, and update personnel data (names, employee IDs, official DepEd email addresses), in coordination with Human Resources officers, ensuring completeness and accuracy;
  3. Provide clerical, encoding, and administrative assistance to the Information Technology Officer (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 also includes the status and other details of the DepEd Computerization Program;
  4. 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;
  5. 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
  6. Perform any other task assigned solely by the Office of the Assistant Secretary for Information and Communications Technology Service – DepEd Central Office.
- B. The SECOND PARTY will not take on duties that are normally handled by the regular staff of the FIRST PARTY, unless necessary in the exigency of service.
- C. The SECOND PARTY must render work for at least five (5) days a week or whenever reasonably required to perform work, subject to applicable CSC policies, rules and regulations. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.

### **III. SERVICE FEE AND OTHER REMUNERATION**

The SECOND PARTY shall be entitled to a monthly fee of THIRTY-EIGHT THOUSAND PESOS (PhP 38,000.00) plus a Ten Percent (10%) premium pay of THREE THOUSAND EIGHT HUNDRED PESOS (PhP 3,800.00).

### **IV. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

- A. All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY, marked, or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances:
1. Information already known to the receiving party, or obtained independently without breaching any confidentiality obligation, provided, however, that if such information becomes an integral component of the DEPED's undertakings, it shall be deemed as proprietary and/or confidential;
  2. Information that is in public domain or publicly available;
  3. Information required to be disclosed by law, by court order, or at the direction of any competent government authority; and
  4. Information that the FIRST PARTY has expressly authorized in writing for the SECOND PARTY to disclose to third parties.
- B. The foregoing obligation on confidentiality and non-disclosure shall survive and subsist even after the expiration or termination of this Agreement. In case of breach of this provision, the FIRST PARTY may exercise its rights against the SECOND PARTY in accordance with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.

## **V. TERMINATION OF AGREEMENT**

- A. Either Party may pre-terminate this Agreement by providing a written notice to the other Party at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the thirty (30)-day period and agree to immediate termination.
- B. The FIRST PARTY may immediately terminate this Agreement upon written notice to the SECOND PART for justifiable reasons, subject to the observance of due process, for any of the following grounds:
1. Conflict of interest;
  2. Unsatisfactory/Poor Performance;
  3. Dishonesty, gross misconduct, disgraceful and immoral conduct, falsification of documents, and commission of other offenses or crimes involving moral turpitude;

4. Violation of the Drug-Free Workplace Policy and other applicable government policies;
5. Breach of any terms and conditions of the Agreement; and
6. Other analogous reasons as may be recognized by law.

C. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.

## **VI. TURN OVER AND CLEARANCE REQUIREMENTS**

A. The SECOND PARTY shall, within thirty (30) days after either the expiration of this Agreement or receipt of notice of termination, and without the need of any demand:

- a. Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody; and
- b. Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY.

B. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.

## **VII. DISPUTE RESOLUTION**

A. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.

B. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.

C. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in Pasig City, to the exclusion of all other courts.

IN WITNESS WHEREOF, the parties have signed this Contract on this \_\_\_\_ day of \_\_\_\_,  
**20**\_\_\_\_ at [Locality].

**First Party:**

**Second Party:**

\_\_\_\_\_  
**[Name]**  
Superintendent  
DepEd SDO \_\_\_\_\_

\_\_\_\_\_  
**[Name]**  
COS Personnel

## ACKNOWLEDGEMENT

Republic of the Philippines)  
 ) S.S.

Before me, a Notary Public for and in \_\_\_\_\_ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
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**First Party**

**Second Party**

Known to me and to me known to be the same persons who executed the foregoing Contract of Service consisting of \_\_\_\_ (\_\_\_) pages, including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

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**NOTARY PUBLIC**

**Doc. No.** \_\_\_\_;  
**Page No.** \_\_\_\_;  
**Book No.** \_\_\_\_;  
**Series of 20**\_\_.