



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

06 January 2026

DIVISION MEMORANDUM  
No. 005 s. 2026

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)  
CONTRACT OF SERVICE (COS) VACANT POSITION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Units/Sections  
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **ICT COS (Contract of Service)** vacant position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan** and **DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Base Salary	Premium	No. of Positions	Place of Assignment
ICT COS (Contract of Service)	Php 38,000.00	Php 3,800.00	1	Office of the Schools Division Superintendent – ICT Unit

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents (**see attached Annex A**) properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) on or before **January 16, 2026 until 5:00 o'clock in the afternoon**. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of



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the recruitment process. Likewise, applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.

5. The qualification standards and competency requirements of the said position are as follows:

Minimum Qualifications			
Education	Trainings	Experience	Competency Requirement
Bachelor's degree relevant to the job	Eight (8) hours of relevant training (Basic computer literacy -MS Office, Google Workspace, Digital Survey, Inventory Data Collection, and Data Processing and Management)	One (1) year of relevant experience (Data encoding, field coordination, or ICT support, basic computer troubleshooting and experience in the use of commonly used productivity tools like MS Office, etc.)	<ul style="list-style-type: none"> <li>Knowledgeable in ICT equipment use and inventory</li> <li>Able to manage spreadsheets and online forms</li> <li>Detail-oriented and able to ensure data accuracy</li> </ul>

6. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	January 16, 2026	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	January 19, 2026	Personnel Administration Services Unit
Comparative Assessment of Applicants [Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/WST)]	January 27, 2026	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	January 28, 2026	Office of the Assistant Schools Division Superintendent

Submission of CAR to the Appointing Authority	January 28, 2026	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	January 29, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

7. Wide and immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

References: DepEd Order 019, s. 2022

DepEd Order 007, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

RSP  
CONTRACT OF SERVICE  
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to ict cos  
(contract of service) vacant position  
PERD8DP5-002259/January 6, 2026



**Annex A**

**CHECKLIST OF REQUIREMENTS  
(As per DepEd Order No. 007, s. 2023)**

**Mandatory requirements**

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain);

**Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>**

2. Letter of intent addressed to the Schools Division Superintendent;

**CELEDONIO B. BALDERAS JR.**

Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (**CS Form No. 212, Revised 2025**) with attached **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

4. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC) for RA 1080-relevant eligibility; or Certified True Copy of the CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility);

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;

6. Photocopy of Certified True Copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

8. Updated Service Record;

9. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract of Service status;

**Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)**

10. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

**Note:** Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

**Note: For positions with experience requirement:**

a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to



the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

**Note: For positions with NO experience requirement:**

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level

attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

**11. Outstanding Accomplishment** acquired or earned after the last promotion (if any);

**11.1. Awards and recognition** *(All listed MOVs shall be submitted to earn points)*

**11.1.1. Citation or Commendation** (This shall apply only to General Services Positions)

**11.1.1.1. Letter of Citation or Commendation** from previous employer

**11.1.2. Awards as Trainer/Coach** (This shall apply only to School Administration Positions)

**11.1.2.1. Any issuance, memorandum or document** designating the applicant as trainer/coach.

**11.1.2.2. Certificate of Recognition/Appreciation** as Trainer/ Coach of a Winning Contestant/Event/Activity

**11.1.3 Outstanding Employee Award**

**11.1.3.1 Any issuance, memorandum or document** showing the Criteria for the Search

**11.3.1.2 Certificate of Recognition/ Merit**

**11.1.4 Academic or Inter-School Awards** (This shall apply only to applicants with no or less than 1 year work experience)

**11.1.4.1 Academic or inter-school award** or;

**11.1.4.2 Ten Outstanding Students of the Philippines (TOSP)** Award or;

**11.1.4.3 Certification or any document** that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

**11.2. Research and Innovation**

**11.2.1. Proposal** duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017

**11.2.2. Accomplishment report** verified by the Head of Office



- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body of the concept/s developed in the research
- 11.3. **Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)
  - 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
  - 11.3.2. Certificate of Participation or Attendance; and
- 11.4. **Resource Speakership/Learning Facilitation** (*All listed MOVs shall be submitted to earn points*)
  - 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
  - 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
  - 11.4.3. Slide deck/s used and/or Session guide/s
- 11.5. **NEAP Accredited Learning Facilitator**
  - 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
  - 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

**12. Application of Education** (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

**Note: For positions with experience requirement:**

**Relevant Intervention:**

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

**Note: For positions with NO experience requirement:**

Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

**13. Applications of Learning and Development (L&D)**

- 13.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D intervention is aligned to the core tasks of the incumbent or previous position shall be required;
- 13.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) /Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;

13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

14. Latest approved appointment (if any).

**Note:** During the deliberation process, the applicants shall bring their original copies of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.



**Annex B**

**General**

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 HR and Property Officers.

**Duties and Responsibilities**

- Assist in collecting and validating ICT equipment / internet data from schools, in coordination with property custodians.
- Encode and verify personnel data (names, IDs, official DepEd emails), in coordination with HR officers.
- Provide clerical and technical support to the ITO for consolidation of reports.
- Assist in configuring and maintaining ad hoc monitoring tools (forms, sheets, low-code apps).
- Maintain confidentiality and data integrity in all tasks.