



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM
No. 611, s. 2025

**GUIDELINES ON THE ENGAGEMENT OF CONTRACT OF SERVICE (COS) FOR
INFORMATION AND COMMUNICATIONS TECHNOLOGY NEEDS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is Joint Memorandum, titled, **Guidelines on the Engagement of Contract of Service for Information and Communications Technology Needs** dated October 1, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to the Memorandum, this Office informs the field of the acceptance of applications for ICT COS position.
3. Please see the following enclosure for reference.
 - Enclosure No. 1 – Qualifications and documentary requirements and HRMPSB
4. Immediate and wide dissemination of the Memorandum is earnestly desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encls. As stated.
JOINT MEMORANDUM

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

CONTRACT OF SERVICE

GUIDELINES ON THE ENGAGEMENT OF CONTRACT OF SERVICE (COS) FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY
NEEDS

611 / November 24, 2025

NUM-2025-611



Republic of the Philippines
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Enclosure 1:

Qualifications

Work Category	No. of COS	Compensation	Education	Training	Work Experience	Competency (if applicable)
Schools Division Office-ICT-COS	2	Basic Salary: P38,000.00 Premium pay: P3,800.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training (relevant training on Digital Survey, Inventory Data Collection, and Data Processing and Management	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.)	Preference shall be given to those with programming experience and/or data management/spreadsheet skills.

Documentary Requirements

1. The documentary requirements to be submitted by the ICT COS applicant shall be:
 - a. Letter of intent addressed to the Assistant Schools Division Superintendent Officer-in-Charge, Office of the Schools Division Superintendent – **Dr. Violeta M. Gonzales** thru the **Administrative Officer IV – Ms. Angela M. Francisco**.
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2025) **notarized by authorized official** with Work Experience Sheet, if applicable.
 - c. Curriculum Vitae (CV);
 - d. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable);
 - e. Certificate/s of eligibility, if any:
 - f. Birth Certificate issued by Phil. Statistics Authority (PSA);
 - g. BIR Tax Identification No. (TIN)



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- h. Proof of registration /membership on social benefits programs (SSS, PhilHealth and Pag-ibig); and
 - i. 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 Order OO-OSEC-2023-023 dated 13 February 2023 ,titled Updated Implementing Guidelines on the hiring and Renewal of Contract of services Workers in the Department of Education Central Office”, as amended .
2. Applicant must ensure that all documents relative to the application must be submitted to the SDO Records Unit, to be stamped “Received” not later than **December 5, 2025, 5:00 PM**. Late submission will not be accepted.
 3. Please be noted of the Timeline of activities.

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
November 25, 2025 – December 5, 2025	Posting of Vacancies for COS Acceptance of Application	Personnel Unit Records Unit
December 5, 2025	Deadline for Submission of Application to the Division Record Unit	Applicant Records Unit
December 9, 2025 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant’s pertinent documents from the OSDS to the Personnel Unit	OSDS
December 10-11, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
December 12, 2025 5:00 PM	Posting and release of the Initial Evaluation Results, which can be accessed at https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit
December 15, 2025 8:00 AM onwards	Interview	HRMPSB
December 16, 2025	Submission of Name of Shortlisted applicant	HRMPSB
December 16, 2025, onwards	Applicants who will be hired will be informed through email.	SDO HRMO/SDO Record Unit



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HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairperson
2	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Member
3	Ms. Noemi A. Valdez	Administrative Officer V	Member
4	Atty. Erness Faith J. Regacho-Espanto or Mr. Melanio R. San Jose Jr	Legal Officer PDO I	Member
5	Ms. Angela M. Francisco	HRMO	Member
6	Ms. Mey L. Borjal	ITO	Member (Where the vacancy exists)

Below are the members of the secretariat and support staff: as follows;

No	FULL NAME	POSITION	DESIGNATION
1	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
2	Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff
3	Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
4	Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff



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 B. 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:

SDO Size Classification	Allocation of COS
Small	1
Medium	2
Large	3

- 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.
11. For immediate dissemination and compliance.