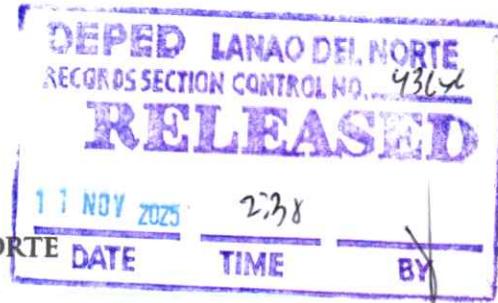




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE



November 10, 2025

DIVISION MEMORANDUM

No. 705 s. 2025

NOTICE OF HIRING FOR ICT SUPPORT (CONTRACT OF SERVICE)

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. This is to announce the hiring for the position below:

Position	ICT Support (Contract of Service)
Office Assignment	Schools Division Officer of Lanao del Norte – Information and Communications Technology Unit
Monthly Rate	₱ 38,000.00 + ₱ 3,800.00 (Premium)

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.

Minimum Qualifications

• Education:	Bachelor's degree relevant to the job
• Training:	Eight (8) hours of relevant training
• Experience:	One (1) year of relevant experience

Duties and Responsibilities

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



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2. This office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.
3. All interested applicants shall submit the following documentary requirements to the Personnel Section (HRMO), through the **RECORDS SECTION** on or before **November 21, 2025, at 2:00PM**.
 - a. Letter of intent addressed to
EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent
DepEd SDO Lanao del Norte
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet
 - c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if available.
 - d. Photocopy of Certificate/s of Training.
 - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if available.
4. Individuals who failed to submit complete mandatory documents on the set deadline indicated above shall not be included in the pool of official applicants.
5. No additional documents shall be accepted after the deadline.
6. All official applicants shall be assigned with application code.
7. For information, guidance and widest dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent