

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

October 27, 2025

DIVISION MEMORANDUM

No. 306, s. 2025

**HIRING OF ICT SUPPORT UNDER CONTRACT OF SERVICE (COS) FOR THE
SCHOOLS DIVISION OF BATANES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. The Schools Division of Batanes wishes to announce the hiring of ICT Support Staff under **Contract of Service (COS)** for the Schools Division of Batanes - Information and Communications Technology Unit, Basco, Batanes.
2. All interested and qualified applicants must submit the following documentary requirements to the Records Unit not later than **November 5, 2025**:
 - a. Letter of intent
 - b. Updated Personal Data Sheet (CSC Form 212, s. 2025) with Work Experience Sheet
 - c. Transcript of Records
 - d. Certificates of Training/s (If applicable)
 - e. Certificate/s of Eligibility, if any
3. 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.
4. The following are the qualifications and monthly salary of the ICT Support Staff:
Salary: Php 38,000.00 plus premium rate equivalent to Php 3,800.00

Minimum Qualification:
Education : Bachelor's degree relevant to the job;
Training : 8 hours relevant training
Experience: One (1) year relevant experience
5. In accordance to the implementation of the **Equal Employment Opportunity Principle (EEOP)** set by the Civil Service Commission, all applicants regardless of sexual orientation, gender, age, religion, disability, ethnicity and political affiliation are eligible to apply for the position in as much as they meet the set minimum qualification.



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

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6. Qualified applicants will be officially informed and will be called for an interview through a letter/text message or call.

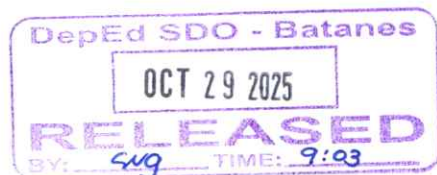
7. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at batanes@deped.gov.ph.

8. Immediate and wide dissemination of this Memorandum is desired.


DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl: as stated
To be indicated in the Perpetual Index
Under the following subjects:
ASSESSMENT
HIRING

OSDS/djm/ebe



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