



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

June 8, 2026

DIVISION MEMORANDUM

No. **257** s. 2026

**HIRING OF CONTRACT OF SERVICE (COS) FOR INFORMATION,
COMMUNICATIONS AND TECHNOLOGY NEEDS**

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
HRMPSB Members
Elementary and Secondary School Principals/OICs
All Others Concerned

1. This is to announce that the assessment for the three (3) Contract of Service for Information, Communications and Technology Needs, this Schools Division shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
June 11, 2026	Submission of documents listed in Item No.4 to the Records Unit	Applicants
June 15, 2026	Emailing of Applicants	HRMPSB
June 16, 2026	Assessment of Documents	HRMPSB

2. Below are the responsibilities of the Contract of Service for ICT needs:
- Perform support tasks as assigned by the ITO (eg. Assisting in field validation, preliminary data encoding, clerical support, or tool setup).
 - Report progress and issues to the ITO and
 - 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.



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3. The minimum qualifications for the ICT COS are as follows:

EDUCATION	TRAINING	EXPERIENCE	SDO BULACAN PREFERED SKILLS:
Bachelor's Degree relevant to the Job	Eight (8 hours) of relevant training	One (1) year relevant training	Programming, data management, spreadsheet skills

4. Interested applicants to the vacant positions shall submit the following documentary requirements to the Record's Unit on or before June 11, 2026. No additional documents shall be accepted after the set deadline.

- a. Letter of intent to address to the Schools Division Superintendent
- b. Duly accomplished PDS (CSC Form 212, revised 2017)
- c. Transcript of Records
- d. Certificate/s of Training (if applicable)
- e. Certificate of Employment (if any)
- f. Certificate/s of Eligibility, if any;

5. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.

6. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.

7. Wide dissemination of this Memorandum is highly desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent



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