



Republic of the Philippines
 Department of Education
 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF SAGAY CITY

January 5, 2026

DIVISION MEMORANDUM

No. 02, s. 2026

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR THE ICT SUPPORT POSITION UNDER CONTRACT OF SERVICE AND REVISED SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW, WORK SAMPLES TEST, AND WRITTEN EXAM

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Public Schools District Supervisors
 Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. Relative to the following Division Memoranda, DepEd Guidelines, and Civil Service Issuances, attached are the Initial Evaluation Results (IER) of the applicants' qualifications vis-à-vis the Civil Service Commission (CSC) approved qualifications standards conducted by the Human Resource Management Officer of this Division:

- a. **Division Memorandum No. 765, s. 2025:** Recruitment and Selection of Applicants for the Information and Communications Technology Support Position Under Contract of Service (COS) Status
- b. **Regional Memorandum No. 701, s. 2025:** Guidelines on the Engagement of Contract of Service for Information and Communications Technology Funds
- c. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- d. **DepEd Order No. 21, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)

2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will commence the conduct of Evaluative Assessments based on the principles of merit and fitness, and criteria stated in DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and DepEd Order No. 21, s. 2024 "Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)".

3. Schools shall post copies of the Initial Evaluation Report (IER) in their respective areas of jurisdiction. The IERs are also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.

4. Furthermore, the behavioral events interview (BEI), work samples and written exam, and open ranking for **all qualified applicants** of the abovementioned position will be held at the **Office of the Assistant Schools Division Superintendent** on **January 6, 2026; 9:00 am**.

5. It is understood that in the conduct of the recruitment and selection process there shall be no discrimination on account of age, school, gender, civi status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

6. Immediate, wide dissemination, and compliance of this Memorandum are desired.

DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



Enclosure : Initial Evaluation Results (IER)
 Reference : as stated
 Allotment : N/A
 No. of Pages : 3
 To be indicated in the **Perpetual Index** under the following subjects:
HIRING RECRUITMENT SELECTION
 FN: HRPERSONNEL/RSP/IERMEMO



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Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: ICT Support Staff (COS)

Place of Assignment: OSDS - ICT Unit

Salary: Php 38,000 (Base Salary); Php 3,800 (Premium)

Education: Bachelor's Degree relevant to the job

Training: 8 hours of relevant trainings (i.e., digital survey, inventory data collection, data processing and management)

Experience: 1 year of relevant experience (i.e., basic computer troubleshooting, use of prod.)

Eligibility: None

Application Code	Education	Training/ Certificates (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
ICTCOS-2025001	BS in Information Technology	Completed at least 8 hours of relevant trainings which include: Capacity Building of Administrative Officers on Special Leave Benefits and Safe Spaces Act Participating in Workplace Communication Capacity Building on Emergency First Aid and Basic Life Support	 November 21-22, 2024 September 3, 2025 November 10-12, 2025	 16 8 24	Job Order Clerk	June 24, 2024 - December 15, 2025 (Present)	1 year, 5 months, and 22 days	None submitted	Qualified
ICTCOS-2025002	BS in Information Systems	Completed at least 8 hours of relevant trainings which include: Cybersecurity Competency Framework Training of Trainers Artificial Intelligence Tools Data-Driven Governance Cybersecurity Competency Framework	 November 6-10, 2023 October 16, 2025 March 27-31, 2023 August 26, 2022	 40 8 20 20	Senior Technical OIC	November 10, 2017 - February 20, 2025	7 years, 3 months, and 11 days	CS Professional Eligibility	Qualified
ICTCOS-2025003	Master in Public Administration (CAR) BS in Information Technology	Completed at least 8 hours of relevant trainings which include: Orientation and Workshop on the New Procurement Forms under RA 12009 Enhancing Procurement Proficiency Enhancing Organizational Success through Health insurance and Medical Benefits Information Technology Breakthrough to Excellence	 October 16, 2025 February 11, 2025 June 28, 2024 February 5, 2022	 8 8 8 8	Job Order Employee at SUNN	January 23, 2023 - December 15, 2025 (Present)	2 years, 10 months, and 22 days	None submitted	Qualified
ICTCOS-2025004	Post-Baccalaureate Diploma in Library and Information Science BS in Computer Science Associate in Computer Science	Completed at least 8 hours of relevant trainings which include: NC II in Computer Systems Servicing	 valid until December 8, 2027	 260	Computer Instructor / Library Staff / Library Internet and Multimedia Research In-Charge	June 1, 2013 - July 31, 2025	12 years and 2 months	None submitted	Qualified
ICTCOS-2025005	Bachelor of Elementary Education	Completed at least 8 hours of relevant trainings which include: Quality Assurance Analysts Training	 July 15, 2024	 24	Job Order Clerk	June 1, 2000 - December 31, 2015	15 years, 7 months	None submitted	Qualified
ICTCOS-2025006	BS in Information Technology	Completed at least 8 hours of relevant trainings which include:			Contractual Employee (VA)	September 21, 2021 - December 15, 2025 (Present)	4 years, 9 months, and 11 days	CS Professional Eligibility	Qualified

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Salary: Php 38,000 (Base Salary); Php 3,800 (Premium)

Education: Bachelor's Degree relevant to the job


Training: 8 hours of relevant trainings (i.e., digital survey, inventory data collection, data processing and management)

Experience: 1 year of relevant experience (i.e., basic computer troubleshooting, use of prod)

Eligibility: None

Application Code	Education	Training/ Certificates (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
		Network Troubleshooting	May 5, 2025	8	TSR I (Teletech)	April 11, 2016 - January 21, 2021	4 years, 2 months, and 25 days		
		Essential Skills for Virtual Assistants	November 16-17, 2024	16					
ICTCOS-2025007	Bachelor of Engineering Technology Major in Electronics Engineering Technology	Completed at least 8 hours of relevant trainings which include:			Shift Computer Technician	May 1, 2024 - December 15, 2025 (present)	1 year, 7 months, and 15 days	RA 1080 (Electronics Technician)	Qualified
		Basic Computer Literacy	April 21 2025 - May 2, 2025	80					
		Bookkeeping (Basic Accounting)	August 1-10, 2025	80					
ICTCOS-2025008	BS in Information Technology	Completed at least 8 hours of relevant trainings which include:			Trainer at MDM Sagay College	June 7, 2024 - May 23, 2025	11 months and 16 days	None submitted	Disqualified *non-compliant with the required length of experience
		NC II in Computer Systems Servicing	valid until December 3, 2030	280					
ICTCOS-2025009	BS in Information Technology	None submitted	-	-	Customer Service Representative	March 22, 2021 - October 14, 2021	6 months and 22 days	CS Professional Eligibility	Disqualified *non-compliant with the required length of experience and number of training hours

Prepared by:


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Reviewed by:


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 Human Resource Management Officer II

Date of Initial Evaluation: 23 DEC 2025

Date Posted: 05 JAN 2026