



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong  
**SOUTH TACURONG CLUSTER**  
Tacurong City

---

January 24, 2023

DIVISION MEMORANDUM  
OSDS NO.: 12 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS**

TO: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All others concerned

1. This is to announce the existence of vacancies in this division:

1.1 One (1) **Administrative Assistant III (OSEC-DECSB-ADAS3-840161-2017)**,  
Salary Grade 9, with annual compensation of Two Hundred Fifty-Four Thousand  
Five Hundred Thirty- Two Pesos Only (Php 254,532.00).

Qualification Standards for Administrative Assistant III:

|              |  |
|--------------|--|
| Education:   | Completion of two (2) years studies in college |
| Experience:  | One (1) year relevant experience               |
| Training:    | 4 hours of relevant training                   |
| Eligibility: | CS Sub-Professional (First Level Eligibility)  |

1.2 One (1) **Administrative Assistant II (OSEC-DECSB-ADAS2-840044-2014)**,  
Salary Grade 8, with annual compensation of Two Hundred Thirty-Six Thousand  
Nine Hundred Twenty-Eight Pesos Only (Php 236,928.00).

Qualification Standards for Administrative Assistant II:

|              |  |
|--------------|--|
| Education:   | Completion of two (2) years studies in college |
| Experience:  | One (1) year relevant experience               |
| Training:    | 4 hours of relevant training                   |
| Eligibility: | CS Sub-Professional (First Level Eligibility)  |



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong  
**SOUTH TACURONG CLUSTER**  
Tacurong City

---

- 1.3 One (1) **Administrative Assistant I (OSEC-DECSB-ADAS1-840137-2014)**, Salary Grade 7, with annual compensation of Two Hundred Twenty-Three Thousand Four Hundred Forty Pesos Only (Php 223,440.00).

Qualification Standards for Administrative Assistant I:

|              |  |
|--------------|--|
| Education:   | Completion of two (2) years studies in college |
| Experience:  | One (1) year relevant experience               |
| Training:    | 4 hours of relevant training                   |
| Eligibility: | CS Sub-Professional (First Level Eligibility)  |

- 1.4 One (1) **Administrative Aide III (VFGNHS) (OSEC-DECSB-ADA3-840102-2004)**, Salary Grade 3, with annual compensation of One Hundred Seventy-Six Thousand One Hundred Thirty-Six Pesos Only (Php 176,136.00).

Qualification Standards for Administrative Aide III:

|              |  |
|--------------|--|
| Education:   | Completion of two (2) years studies in college |
| Experience:  | None Required                                  |
| Training:    | None Required                                  |
| Eligibility: | CS Sub-Professional (First Level Eligibility)  |

2. The positions are open to all qualified applicants regardless of gender, civil status, disability, religion, ethnicity, or political affirmation.

3. Aspirants to the above position are requested to submit their pertinent papers for promotion/ appointment to wit:

- 3.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- 3.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- 3.3 Photocopy of valid and updated PRC License/ID, if applicable
- 3.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 3.5 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/degrees, if available
- 3.6 Photocopy of Certificate/s of Training, if applicable
- 3.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong  
**SOUTH TACURONG CLUSTER**  
Tacurong City

---

- 3.8 Photocopy of latest appointment, if applicable
  - 3.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
  - 3.10 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled
  - 3.11 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
  - 3.12 Checklist of Requirements and Omnibus Certification/Waiver (Annex C)
  - 3.13 Other documents as may be required
4. The deadline for submission of pertinent papers to this Office is on **February 14, 2023**. No pertinent documents shall be accepted after the said date.
  5. For immediate and widest dissemination.

**MIGUEL P. FILLALAN JR., CESO VI**  
Schools Division Superintendent

**Enclosure:** None

**Reference:**

**Allotment:**

**To be included in the Perpetual Index under the following Subjects:**

ELIGIBILITY                      HIRING                      POSITIONS



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph