



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.: 14 s. 2023

ANNOUNCEMENT OF VACANCY FOR NON-TEACHING POSITION

TO: Division Chiefs
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Administrators
All Others Concerned

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

1.1 One (1) **Administrative Officer II (OSEC-DECSB-ADOF2-840068-2020)**,
Salary Grade 11, with annual compensation of Three Hundred Twenty-Four
Thousand Pesos Only (Php 324,000.00).

Qualification Standards for Administrative Officer II:

Education:	Bachelor's Degree
Experience:	1-year relevant training
Training:	4 hours of relevant training
Eligibility:	CS Professional (Second Level Eligibility)

2. The position is 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



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



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- 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
 - 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



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