



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

April 17, 2023

DIVISION MEMORANDUM
OSDS NO. 55 s. 2023

ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS

TO: Division Chiefs
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
This Division

1. The City Schools Division of Tacurong, announces to the field the vacancy of the Non-Teaching Position:

Position	Salary Grade	No. of item(s)
Dentist II <i>Division Office</i>	17	1
Administrative Assistant III <i>West Cluster</i>	9	1
Administrative Aide VI <i>Secretary to the Assistant Schools Division Superintendent</i>	6	1

Qualification Standards for Dentist II:

Education: Doctor of Dental Medicine or Dental Surgery;
Experience: 1-year relevant experience;
Training: 4 hours of relevant training;
Eligibility: R.A. 1080

Qualification Standards for Administrative Assistant III:

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

Qualification Standards for Administrative Aide VI:

Education: Completion of two (2) years studies in college
Experience: None Required
Training: None Required
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

2. The positions are open to all qualified applicants regardless of gender, civil status, disability, religion, ethnicity, or political affirmation.
3. Aspirants for the above position are requested to submit their pertinent papers for screening/appointment or promotion.
 - 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
 - 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

Pertinent papers should include a table of contents and should be earmarked.

4. The deadline for submission of pertinent papers to this Office, is on **May 8, 2023**, in hard and soft copies. Scanned documents will be sent through this email address tacurong.hrmo@deped.gov.ph. No pertinent documents shall be accepted after the said date.
5. Please be guided by DepEd Order No. 007, s. 2023 (Non-Teaching and Teaching-Related) to be used to evaluate and rank applicants.
6. For immediate and widest dissemination.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: DepEd Order No. 007, s. 2023
Allotment:
To be reflected in the Perpetual Index under the following subjects:

ANNOUNCEMENT NON-TEACHING POSITIONS VACANCIES

GPO/OSDS/HR-Admin/DM-ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS/April 17, 2023



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