



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

August 1, 2023

DIVISION MEMORANDUM
OSDS NO.: 102 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION
AND NON-TEACHING POSITION**

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

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

Position	Salary Grade	No. of item(s)	Cluster/ where the vacancy/ies exist
Assistant School Principal II - SHS (OSEC-DECSB-ASP2-840060-2016)	SG 19 (Php 51,357.00)	1	CSDT
Administrative Assistant III (OSEC-DECSB-ADAS3-840108-2018)	SG 9 (Php 21,211.00)	1	Division Office (Personnel Section)

Qualification Standards for Assistant School Principal II – Senior HS:

Education: Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education
Experience: 2 (two) years or relevant experience
Training: 8 hours of relevant training;
Eligibility: PBET/LET/Teacher RA 1080;

Qualification Standards for Administrative Assistant III:

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



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 three (3) 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 **August 23, 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. For immediate and widest dissemination.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent


ZENAIDA B. PORRAS
Administrative Officer V

Enclosure: None

Reference/s: D.O. 07, s. 2023

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCIES

GPO/HR/ADMIN/DM/ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION AND NON-TEACHING POSITION/AUGUST 1, 2023



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