



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

October 4, 2023

DIVISION MEMORANDUM  
OSDS NO.: 148 s. 2023

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

To: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Heads  
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
<b>Administrative Officer II</b> (OSEC-DECSB-ADOF2-840146-2023) (OSEC-DECSB-ADOF2-840147-2023)	SG 11	2	East Cluster Schools and Upper Katungal NHS
<b>Project Development Officer I</b> (OSEC-DECSB-PDO1-840057-2023) (OSEC-DECSB-PDO1-840058-2023) (OSEC-DECSB-PDO1-840059-2023)	SG 11	3	School-based (Clustered Schools)

**Qualification Standards for Administrative Officer II:**

Education: Bachelor's degree relevant to the job  
Experience: None Required  
Training: None Required  
Eligibility: Career Service Professional (Second Level Eligibility)

**Qualification Standards for Project Development Officer I:**

Education: Bachelor's degree relevant to the job  
Experience: None Required  
Training: None Required  
Eligibility: Career Service Professional (Second Level Eligibility)

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



**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. 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
  - 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. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

DATE	ACTIVITY	PERSON RESPONSIBLE
October 16, 2023	Submission of Pertinent Papers	Receiving Section
October 18-20, 2023	Initial Evaluation	HRMO
October 23-25, 2023	Assessment of Papers	HRMPSB
October 26-27, 2023	Interview	HRMPSB
October 31, 2023	Written Exam/Skills Test	HRMPSB
November 7-8, 2023	Open Ranking	HRMPSB
November 10, 2023	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **October 16, 2023**, in hard and soft copies. Scanned documents will be sent through this



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email address [tacurong.hrmo@deped.gov.ph](mailto:tacurong.hrmo@deped.gov.ph). No pertinent documents shall be accepted after the said date.

6. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
7. Result of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.
8. All applicants must register via our webpage, <https://apply.depedtacurong.org>.
9. For immediate and widest dissemination.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

For and in the absence of

**MERVIE Y. SEBLON, CESE**  
Asst. Schools Division Superintendent

Enclosure: None  
Reference/s: D.O. 07, s. 2023; D.O. 19, s.2022  
Allotment: None  
To be indicated in the Perpetual Index under the following subjects

POSITIONS	QUALIFICATIONS	VACANCIES
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GPO/ADMIN-HR/DM/ ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS/October 4, 2023



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