



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

January 22, 2024

DIVISION MEMORANDUM
OSDS NO.: 014 s. 2024

ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS

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
Administrative Assistant III (OSEC-DECSB-ADAS3-840107-2018) (OSEC-DECSB-ADAS3-840103-2018) (OSEC-DECSB-ADAS3-840112-2018)	SG 9 (Php 21, 211.00)	3	CSDT (2-HR/Payroll and 1-Supply Section)
Administrative Assistant II (OSEC-DECSB-ADAS2-840167-2017) (OSEC-DECSB-ADAS2-840290-2016)	SG 8 (Php 18,998.00)	2	TPES & CSDT-SHS

Qualification Standards for Administrative Assistant III:

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

Qualification Standards for Administrative Assistant II:

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

- The positions are open to all qualified applicants regardless of gender identity, civil status, disability, religion, social status, ethnicity, or political affiliation.
- Aspirants to the above positions are requested to submit their pertinent papers for promotion/appointment to wit:



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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- 3.1 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
February 8, 2024	Submission of Pertinent Papers	Receiving Section
February 12-16, 2024	Initial Evaluation	HRMO
February 19-23, 2024	Assessment of Papers	HRMPSB
February 26-29, 2024	Interview	HRMPSB
March 1, 2024	Written Exam/Skills Test	HRMPSB Secretariat
March 13-15, 2024	Open Ranking	HRMPSB
March 20, 2024	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **February 8, 2024**, in hard and soft copies. Scanned documents will be sent through this



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email address 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. Results 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 

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/ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS



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