



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

February 28, 2024

DIVISION MEMORANDUM  
OSDS NO.: 038 s. 2024

**ANNOUNCEMENT OF VACANCIES FOR TEACHING AND 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:

<b>Position</b>	<b>Salary Grade</b>	<b>No. of item(s)</b>	<b>Cluster/ where the vacancy/ies exist</b>
<b>Teacher III</b> (OSEC-DECSB-TCH3-840097-2011)	SG 13 (Php 31,320.00)	1	San Emmanuel NHS
<b>Teacher II</b> <i>Item to be vacated due to promotion</i>	SG 12 (Php 29,165.00)	1	San Emmanuel NHS
<b>Administrative Assistant II</b> (OSEC-DECSB-ADAS2-840289-2016) (OSEC-DECSB-ADAS2-840287-2016)	SG 8 (Php 19,744.00)	2	Rajah Muda NHS Tacurong NHS

**Qualification Standards for Teacher III:**

Education: Bachelor's degree in Secondary Educ. or its equivalent  
Experience: 2 year relevant experience  
Training: None Required;  
Eligibility: PBET/LET/Teacher R.A.1080;

**Qualification Standards for Teacher II:**

Education: Bachelor's degree in Secondary Educ. or its equivalent  
Experience: 1 year relevant experience  
Training: None Required;  
Eligibility: PBET/LET/Teacher R.A.1080;

**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);



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

<b>DATE</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
March 14, 2024	Submission of Pertinent Papers	Receiving Section
March 18-22, 2024	Initial Evaluation	HRMO
March 25-27, 2024	Assessment of Papers	HRMPSB
April 3-5, 2024	Interview	HRMPSB
April 12, 2024	Written Exam/Skills Test	HRMPSB Secretariat
April 19, 2024	Open Ranking	HRMPSB



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April 23, 2024	Consolidation of Assessment and Final Deliberation	HRMPSB
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5. The deadline for submission of pertinent papers to this Office is on **March 14, 2024**, in hard and soft copies. Scanned documents will be sent through this 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. 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.

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

Enclosure: None

Reference/s: D.O. 66, s. 2007; HRMPSB Resolution No. 03, s.2023, D.O. 07, s. 2023;

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS      QUALIFICATIONS      VACANCIES

GPO/ADMIN-HR/OSDS/DM/ANNOUNCEMENT OF VACANCIES FOR TEACHING AND NON-TEACHING POSITIONS/February28, 2024



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