



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

May 29, 2024

DIVISION MEMORANDUM
OSDS NO. 043 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 Aide VI (OSEC-DECSB-ADA6-840176-2014, OSEC-DECSB-ADA6-840177-2014, OSEC-DECSB-ADA6-840178-2014) | SG 6 (Php 17,553.00) | 3 | CSDT |

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)

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



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph



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- 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 |
|------------------|--|--------------------|
| June 13, 2024 | Submission of Pertinent Papers | Receiving Section |
| June 14-19, 2024 | Initial Evaluation | HRMO |
| June 20-21, 2024 | Assessment of Papers | HRMPSB |
| June 25-27, 2024 | Interview | HRMPSB |
| June 28, 2024 | Written Exam/Skills Test | HRMPSB Secretariat |
| July 3-5, 2024 | Open Ranking | HRMPSB |
| July 8, 2024 | Consolidation of Assessment and Final Deliberation | HRMPSB |

5. The deadline for submission of pertinent papers to this Office is on **June 13, 2024**, 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.

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.



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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

| <i>POSITIONS</i> | <i>QUALIFICATIONS</i> | <i>VACANCIES</i> |
|------------------|-----------------------|------------------|
|------------------|-----------------------|------------------|

GPO/ADMIN-HR/OSDS/ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS/MAY 29, 2024



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