



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

June 20, 2024

DIVISION MEMORANDUM  
OSDS NO.: 066 s. 2024

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

TO: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All other 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>Head Teacher I</b> (OSEC-DECSB-HTEACH1-840017-2013)	SG 14 (Php 33,843.00)	1	CSDT
<b>Administrative Assistant III</b> (OSEC-DECSB-ADAS3-840015-2008)	SG 9 (Php 21,211.00)	1	A.S. Bernardo MNHS
<b>Administrative Aide III</b> (OSEC-DECSB-ADA3-840102-2004)	SG 3 (Php 14,678.00)	1	V.F. Griño NHS

**Qualification Standards for Head Teacher I:**

Education: Bachelor's degree in Elementary Education, or  
Bachelor's degree with 18 professional education units  
Experience: 1 year as TIC or 3 years teaching experience  
Training: 8 hours of relevant training  
Eligibility: PBET/LET/Teacher R.A. 1080

**DUTIES AND RESPONSIBILITIES**

1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school



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7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers and master teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis
21. Evaluated performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report

**Qualification Standards for Administrative Assistant III:**

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

**KEY RESULT  
AREA/S**

**DUTIES AND RESPONSIBILITIES**

**Financial  
Records and  
Reports**

Ascertains that transaction have been properly recorded in books  
Verify financial statements made by subordinate, verify the journal  
voucher  
Prepares adjusting entries and journal vouchers



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<b>Account Tracking</b>	Prepares trial balances, monthly statements of income and expenditure and other financial statements;
	Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
	Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
<b>Financial Transactions Recording Procedures</b>	Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.
	Provides inputs for improvement of accounting section
	Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

**Qualification Standards for Administrative Aide III:**

Education:	Completion of two (2) years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	CS Sub-Professional (First Level Eligibility)

<b>DUTIES AND RESPONSIBILITIES</b>
Perform a variety of skilled clerical tasks, receives and processes job request or trip tickets following establish rules and regulations.
Endorse communication to proper offices
Perform general messengerial work, collect/segregate incoming and outgoing correspondence and documents.
Perform clerical tasks such as filing cards, sorting mail, maintaining simple records or small stock of office supplies.

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



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

<b>DATE</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
July 4, 2024	Submission of Pertinent Papers	Receiving Section
July 8-12, 2024	Initial Evaluation	HRMO
July 15-19, 2024	Assessment of Papers	HRMPSB
July 24-26, 2024	Interview	HRMPSB
July 29-31, 2024	Written Exam/Skills Test	HRMPSB Secretariat
August 5-6, 2024	Open Ranking	HRMPSB
August 12, 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 **July 5, 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.

**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/ADMIN-HR/OSDS/ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION AND NON-TEACHING POSITIONS



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