



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

March 12, 2025

DIVISION MEMORANDUM  
OSDS NO.: 034 s. 2025

**ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION 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:

Position	Salary Grade	No. of item(s)	Cluster/ where the vacancy/ies exist
<b>School Principal II (Secondary)</b> (OSEC-DECSB-SP2-840106-2010)	SG 20 (Php 62,967.00)	1	CSDT
<b>School Principal I (Elementary)</b> (OSEC-DECSB-SP1-840456-2010)	SG 19 (Php 56,390.00)	1	CSDT
<b>Administrative Assistant III (Senior Bookkeeper)</b> (OSEC-DECSB-ADAS3-840159-2017)	SG 9 (Php 23,226.00)	1	CSDT

**Qualification Standards for School Principal II (Secondary):**

Education: Bachelor's degree in Secondary Education; or bachelor's degree with 18 professional education units + 6 units of Management  
Experience: 1 year as Principal  
Training: 40 hours of relevant training  
Eligibility: R.A. 1080, as amended (Teacher)

**Qualification Standards for School Principal I (Elementary):**

Education: Bachelor's degree in Elementary Education; or bachelor's degree with 18 professional education units  
Experience: Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years  
Training: 40 hours of relevant training  
Eligibility: R.A. 1080, as amended (Teacher)



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



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

**DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL I-IV**

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers upkeep of students records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders



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





Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

**Qualification Standards for Administrative Assistant III (Senior Bookkeeper):**

Education: Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2018)

Experience: 1 year relevant experience

Training: 4 hours of 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  Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	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
Financial Transactions Recording Procedures	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

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:



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



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

- 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 the 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
March 26, 2025	Submission of Pertinent Papers	Receiving Section
April 1-3, 2025	Initial Evaluation	HRMO
April 10-11, 2025	Assessment of Papers	HRMPSB
April 22-23, 2025	Interview	HRMPSB
April 25, 2025	Written Exam/Skills Test	HRMPSB Secretariat
April 30, 2025	Open Ranking	HRMPSB
May 5, 2025	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **March 26, 2025**, 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.



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



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

---

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.

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

Enclosure: None

Reference/s: D.O. 07, s. 2023; D.O. 21, s. 2024

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/ March 12, 2025



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