



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

August 6, 2025

DIVISION MEMORANDUM
OSDS NO.: 106 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
Assistant School Principal II (Secondary) (OSEC-DECSB-ASP2-840059-2016)	SG 19 (Php 56,390.00)	1	CSDT
Administrative Assistant III (OSEC-DECSB-ADAS3-840118-2014) (OSEC-DECSB-ADAS3-840161-2017) (OSEC-DECSB-ADAS3-840157-2017) (OSEC-DECSB-ADAS3-840112-2018) (OSEC-DECSB-ADAS3-840111-2018) (OSEC-DECSB-ADAS3-840109-2018)	SG 9 (Php 23,226.00)	6	CSDT
Administrative Assistant II (Disbursing Officer) (OSEC-DECSB-ADAS2-840169-2017) (OSEC-DECSB-ADAS2-840165-2017) (OSEC-DECSB-ADAS2-840166-2017) (OSEC-DECSB-ADAS2-840285-2016) (OSEC-DECSB-ADAS2-840032-2014) (OSEC-DECSB-ADAS2-840286-2016)	SG 8 (Php 21,448.00)	6	CSDT



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

Education: Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education
Experience: 2 (two) years or relevant experience
Training: 8 hours of relevant training;
Eligibility: PBET/LET/Teacher RA 1080; Eligibility: R.A. 1080, as amended (Teacher)

DUTIES AND RESPONSIBILITIES OF ASSISTANT SCHOOL PRINCIPAL (ASP) II

- **Assisting the School Principal:** The Assistant Principal II provides support to the School Principal in various aspects of school management, including but not limited to:
 - **Instructional Supervision:** Monitoring and assessing the implementation of the curriculum, ensuring quality teaching and learning, and providing support to teachers.
 - **Administrative Management:** Assisting with personnel administration, property custodianship, and other administrative tasks.
 - **School Planning:** Contributing to the development and implementation of the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
 - **Resource Management:** Assisting in the procurement, storage, and issuance of school supplies, materials, and equipment.
 - **Financial Management:** May be involved in assisting with financial record-keeping and reporting, as needed.
- **Specific Tasks:**
 - **Monitoring and Evaluation:** Observing classes, providing feedback to teachers, and evaluating the effectiveness of teaching and learning strategies.
 - **Coaching and Mentoring:** Providing guidance and support to teachers, particularly those who are new or struggling with their teaching practice.
 - **Data Management:** Assisting with the collection, analysis, and reporting of school data, such as student performance and attendance.
 - **Communication:** Maintaining effective communication with teachers, students, parents, and other stakeholders.
- **Other Functions:** As assigned by the School Principal or other designated supervisors.



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Qualification Standards for Administrative Assistant III:

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 (<i>Senior Bookkeeper</i>)
Financial Records and Reports	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES (<i>Budget Section</i>)
Budgeting Services	Budgeting System <ul style="list-style-type: none"> Assist in the conduct of orientations and workshops on the budgeting system Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.



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	<p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES (<i>Supply Section</i>)
Procurement and Acquisition	<ul style="list-style-type: none"> ▪ Encode data in the system: PR, PO, and Programs/Trainings. ▪ Organize and maintain accurate, complete files of contracts and Purchase Orders, with all supporting documents.
Documents and Records	<ul style="list-style-type: none"> ▪ Store/Safely keep the papers for Procurement Procedures ▪ Maintain and organize the Incoming /Outgoing Logbook – Procurement
Delivery Inspection and Acceptance	<ul style="list-style-type: none"> ▪ Prepare and forward a letter to the Resident Auditor ▪ Receive the Delivery Receipt (DR) or Charge Invoice (CI) from the Winning Bidder/Supplier ▪ Prepare Inspection and Acceptance Report (IAR) ▪ Submit/Furnish and facilitate of goods and documents to the COA Office.
Supplies and Materials	<ul style="list-style-type: none"> ▪ Properly store and update records after the receipt, and in conformance to the set quality standards.



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	<ul style="list-style-type: none"> ▪ Submit the monthly Report on Supplies and Materials Issued (RSMI) to COA
Property, Plant, and Equipment	<ul style="list-style-type: none"> ▪ Record and issue a Property Acknowledgement Receipt (PAR) of the Property, Plant and Equipment ▪ Record and submit an Annual Report on Physical Count of Property, Plant and Equipment (RPCPPE) to COA ▪ Record and submit a Report on Physical Count of Semi-Expendable Property (RPCSP) ▪ Submit a report on Physical Count of Inventory (RPCI) ▪ Prepare the Inventory and Inspection Report of Unserviceable properties

**Qualification Standards for Administrative Assistant II
 (Disbursing Officer II):**

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)

DEPED DISBURSING OFFICER II - DUTIES AND RESPONSIBILITIES

1. Assists in the collection of funds and deposits;
2. Prepares remittance and deposit slips;
3. Prepares report of collections and deposits;
4. Prepares report of disbursements;
5. Controls payroll and prepares vouchers for salaries and wages;
6. Processes checks and advice of checks issued and cancelled;
7. Prepares report of checks issued and cancelled
8. Assists in collection of funds and deposits;
9. Prepares remittance and deposit slips;

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



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- 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
August 18, 2025	Submission of Pertinent Papers	Receiving Section
August 20-29, 2025	Initial Evaluation	HRMO
September 1-5, 2025	Assessment of Papers	HRMPSB
September 9-10, 2025	Written Exam/ Skills Test	HRMPSB Secretariat
September 16-18, 2025	Interview	HRMPSB
September 23-24, 2025	Open Ranking	HRMPSB
September 30, 2025	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **August 18, 2025**, 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.



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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; D.O. 21, s. 2024
Allotment:
To be indicated in the Perpetual Index under the following subjects

POSITIONS	QUALIFICATIONS	VACANCIES
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GPO/ADMIN-HR/OSDS/ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION AND NON-TEACHING POSITIONS/ August 6, 2025



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