



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

September 11, 2025

DIVISION MEMORANDUM
OSDS NO.: 122 s. 2025

**SCHEDULE OF VIRTUAL INTERVIEW AND WRITTEN EXAM OF APPLICANTS FOR
NONTeaching POSITIONS (ADMINISTRATIVE ASSISTANT II AND
ADMINISTRATIVE ASSISTANT III)**

TO: Human Resource Merit and
Personnel Selection Board (HRMPSB)
All Applicants
All Other Concerned
This Division

1. In view of the screening process for filling up items for nonteaching positions, please be informed of the scheduled **virtual interview on September 16, 2025**, via this link: <https://meet.google.com/vpe-krps-aqt> for the following positions:

Administrative Assistant III 08:30 a.m. - 11:45 a.m.

Administrative Assistant II 01:15 p.m. - 04:30 p.m.

2. Assessment of papers/documents will follow after the interview.

3. Scheduled **written test on September 15, 2025**, at SDO Tacurong – Conference Hall. Please bring your pen and wear a facial mask (optional).

Administrative Assistant III 01:30 p.m. - 02:30 p.m.

Administrative Assistant II 03:00 p.m. - 04:00 p.m.

4. For the information and guidance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference/s: D.O. 007, s. 2023 and D.O. 21 s. 2024
Allotment:
To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCIES

GPO/Admin-HR/DM- Schedule of Virtual Interview and Written Exam of applicants for Nonteaching Positions
(Administrative Assistant II and Administrative assistant III).
September 11, 2025



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