



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

November 26, 2025

DIVISION MEMORANDUM
OSDS NO.: 160 s. 2025

**SCHEDULE OF WRITTEN EXAMINATION AND VIRTUAL INTERVIEW OF
APPLICANTS FOR NONTEACHING AND SCHOOL ADMINISTRATION POSITIONS**

TO: HRMPSB Members
All Applicants
This Division

1. In view of the screening process for filling up vacant items for nonteaching and school administration positions, please be informed of the schedule of the written examination and virtual interview as provided below.

Written Examination: December 2, 2025

Attorney III	}	09:00 a.m. - 10:00 a.m.
Legal Assistant I		
Project Development Officer I		
Administrative Officer IV	}	11:00 a.m. – 12:00 p.m.
Administrative Officer II		

Virtual Interview: December 3, 2025 through this link:

<https://meet.google.com/nfc-ygnt-orb>

Attorney III	08:30 a.m. - 09:10 a.m.
Legal Assistant I	09:20 a.m. – 10:40 a.m.
Project Development Officer I	10:50 a.m. - 12:00 p.m.
Administrative Officer IV	01:20 p.m. – 02:00 p.m.
Administrative Officer II	02:10 p.m. – 04:40 p.m.
School Principal I	04:50 p.m. – 05:00 p.m.

2. 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 WRITTEN EXAMINATION AND VIRTUAL INTERVIEW OF APPLICANTS FOR
NONTEACHING AND SCHOOL ADMINISTRATION POSITIONS / November 26, 2025



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