



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

December 9, 2025

DIVISION MEMORANDUM  
OSDS NO.: 166 s. 2025

**ANNOUNCEMENT OF VACANCIES FOR 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>Administrative Assistant II (Disbursing Officer)</b><br>(OSEC-DECSB-ADAS2-840290-2016)   | SG 8<br>(Php 21,448.00) | 1              | San Pablo NHS                        |
| <b>Administrative Aide VI</b><br>(OSEC-DECSB-ADA6-840180-2014)<br>(OSEC-DECSB-ADA6-840179-2014)<br>(OSEC-DECSB-ADA6-840178-2014)<br>(OSEC-DECSB-ADA6-840176-2014) | SG 6<br>(Php 18,957.00) | 4              | CSDT-SDO                             |
| <b>Administrative Aide III</b><br>(OSEC-DECSB-ADA3-840102-2004)<br>(OSEC-DECSB-ADA3-840097-2004)  | SG 3<br>(Php 15,852.00) | 2              | V.F. Griño MNHS<br>A.S. Bernardo NHS |

**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)



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

**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;

**Qualification Standards for Administrative Aide VI:**

|              |   |
|--------------|---|
| Education:   | Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2018) |
| Experience:  | None Required   |
| Training:    | None Required   |
| Eligibility: | CS Sub-Professional (First Level Eligibility)   |

**DUTIES AND RESPONSIBILITIES**

|                               |  |
|-------------------------------|--|
| <b>Plots/Schedules</b>        | Schedules/calendars activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. |
| <b>Record Management</b>      | Receives, records and routes documents by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents  |
|                               | Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.   |
|                               | Documents proceedings and agreements of meetings distribute copies of the minutes to concerned parties as well as files a copy for future reference.   |
| <b>Administrative Support</b> | Prepares or encodes into electronic format word documents and other presentation materials.  |



**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

|                              |   |
|------------------------------|---|
| <b>Secretariat/Frontline</b> | Provides assistance and administrative support to training and conferences as assigned.   |
|                              | Coordinates preparation of documents needed in the operations.  |
|                              | Ensure security of office equipment and availability of office supplies.  |
|                              | Receives and routes incoming calls to or logs information and notifies the concerned party.   |
|                              | Greets and entertains office visitors and responds to their needs.  |
|                              | Logs concerns brought to the office and follow through on inquiries.  |
|                              | Coordinates travel bookings of staff based on instructions and gives feedback on status of bookings.  |
|                              | Coordinates meetings and appointments with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned. |

**Qualification Standards for Administrative Aide III:**

|              |   |
|--------------|---|
| Education:   | Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2018) |
| Experience:  | None Required   |
| Training:    | None Required   |
| Eligibility: | CS Sub-Professional (First Level Eligibility)   |

**DUTIES AND RESPONSIBILITIES**

- 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.

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 position 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 |
|----------------------|--------------------------------|--------------------|
| December 19, 2025    | Submission of Pertinent Papers | Receiving Section  |
| December 22-29, 2025 | Initial Evaluation             | HRMO               |
| January 5-9, 2026    | Assessment of Papers           | HRMPSB             |
| January 12-14, 2026  | Interview                      | Sub-Committees     |
| January 16, 2026     | Written Exam/Skills Test       | Sub-Committees     |
| January 22, 2026     | Open Ranking                   | HRMPSB             |



**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

|                  |   |        |
|------------------|---|--------|
| January 26, 2026 | Consolidation of Assessment<br>and Final Deliberation | HRMPSB |
|------------------|---|--------|

5. The deadline for submission of pertinent papers to this Office is on **December 19, 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.
6. It is reiterated that applicants who fail to submit complete mandatory documents, particularly items 3.1 to 3.11 on the deadline set, shall not be included in the pool of official applicants.
7. 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. 19, s. 2025

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS

QUALIFICATIONS

VACANCIES

GPO/ADMIN-HR/ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS/  
December 9, 2025



**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)