



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

January 23, 2026

DIVISION MEMORANDUM
OSDS - 2026 - 011

**SCHEDULE OF INTERVIEW AND WRITTEN EXAM FOR APPLICANTS OF
ADMINISTRATIVE AIDE III, ADMINISTRATIVE AIDE VI, AND ADMINISTRATIVE
ASSISTANT II POSITIONS**

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 of items for nonteaching positions, please be informed of the scheduled **virtual interview** via this link <https://meet.google.com/doi-eqwm-dhu> for the following date and positions:

Administrative Aide VI

Date: January 29, 2026

Time: 08:30 a.m. to 11:30 a.m. Abon to Flaga
01:30 p.m. to 04:30 p.m. Galanida to Yap

Administrative Aide III

Date: January 30, 2026

Time: 08:30 a.m. to 11:30 a.m. All applicants

Administrative Assistant II

Date: January 30, 2026

Time: 01:30 p.m. to 03:30 p.m. All applicants

2. Scheduled **written exam** on January 28, 2026 at the SDO Tacurong Conference Hall as follows:

Administrative Aide VI 01:30 p.m. to 02:30 p.m.

Administrative Aide III 02:40 p.m. to 03:40 p.m.



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)
Website: depedtacurong.org

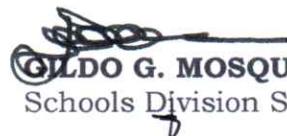


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Administrative Assistant II 03:50 p.m. to 04:50 p.m.

Please bring your pen and wear a facial mask (optional).

3. For the information and guidance of all concerned.


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

GPO/Admin-HR/DM – Schedule of Interview and Written Exam for Applicants of Administrative Aide III, Administrative Aide VI, and Administrative Assistant II Positions/January 23, 2026



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