



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

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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  
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Website: [depedtacurong.org](http://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
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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



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
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