



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

January 27, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 016

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
Dentist II (OSEC-DECSB-DENT2-840005-2017)	SG 17 (Php 49,562.00)	1	CSDT-SDO
Administrative Assistant III (OSEC-DECSB-ADAS3-840109-2018) (OSEC-DECSB-ADAS3-840108-2018)	SG 9 (Php 24,329.00)	2	CSDT-SDO (Budget and Personnel Section)
Administrative Aide VI (OSEC-DECSB-ADA6-840177-2014)	SG 6 (Php 19,716.00)	1	CSDT-SDO (Admin Section)

Qualification Standards for Dentist II:

Education:	Doctor of Dental Medicine or Dental Surgery;
Experience:	1-year relevant experience;
Training:	4 hours of relevant training;
Eligibility:	R.A. 1080

KEY RESULT

DUTIES AND RESPONSIBILITIES



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AREAS	
Dental Health Program and Services	Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office.
	Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office.
	Prepares and submits periodic reports of accomplishments in Dental Health Care Programs.
Nutrition Program Service (with emphasis on Dental Health Care)	Monitor and Evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO.
	Monitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO.
Partnership	Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO.

Qualification Standards for *Administrative Assistant III*:

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)



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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Salary Administration and Payroll Processing	<ul style="list-style-type: none">• Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.• Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits.• Compute necessary deduction for inclusion in the monthly payroll.• Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)• Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.• Handle the administration of the Biometric system• Keep abreast with company policies and tax legislations that impact on remuneration• Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.• Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.
Budgeting Services	Budgeting System <ul style="list-style-type: none">• Assist in the conduct of orientations and workshops on the budgeting system• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.



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	<p>Budget Preparation</p> <ul style="list-style-type: none">• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets• Provide clerical support in the preparation of budget proposals• Act as Liaison Officer to DBM, NEDA and other oversight bodies• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none">• Assist in gathering of data needed in the preparation of cost efficiency computations• Prepare data needed to approve obligation requests• Gather data needed to evaluate and prepare status report on budget utilization• Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none">• Gather data needed in the preparation of budget accountability reports
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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	
Plots/Schedules	Schedules/calendars activities such as training and workshops, meetings/appointments with other offices



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	and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
Record Management	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.
Administrative Support	Prepares or encodes into electronic format word documents and other presentation materials.
	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.
Secretariat/Frontline	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.

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:

3.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office



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- 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 (AnnexC)
- 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
February 11, 2026	Submission of Pertinent Papers	Receiving Section
February 12-18, 2026	Initial Evaluation	HRMO
February 19-20, 2026	Assessment of Papers	HRMPSB
February 24-26, 2026	Interview	Sub-Committees
February 27, 2026	Written Exam/Skills Test	Sub-Committees
March 5, 2026	Open Ranking	HRMPSB
March 6, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **February 11, 2026**, in hard and soft copies. Scanned documents will be sent through this



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email address 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/
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