



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

March 4, 2026

DIVISION MEMORANDUM  
OSDS – 2026 - 050

**SCHEDULE OF INTERVIEW AND WRITTEN EXAM FOR APPLICANTS OF  
ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE AIDE VI 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** on March 6, 2026 via this link <https://meet.google.com/kxp-abay-wud> for the following positions:

Administrative Aide VI	08:30 a.m. to 09:00 a.m.
Administrative Assistant III	09:10 a.m. to 11:00 a.m.

2. Scheduled **written exam** on the same date at the SDO Tacurong Conference Hall as follows:

Administrative Aide VI	01:30 p.m. to 02:30 p.m.
Administrative Assistant III	02:40 p.m. to 03:40 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 Assistant III and Administrative Aide VI Positions / March 4, 2026



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