



Republic of the Philippines
Department of Education

Region XII
 City Schools Division of Tacurong

February 26, 2026

DIVISION MEMORANDUM
 OSDS – 2026 - 040

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
Administrative Officer II (OSEC-DECSB-ADOF2-840022-2025)	SG 11 (Php 31,705.00)	1	V.F. Griño MNHS
Administrative Assistant II (OSEC-DECSB-ADAS2-840167-2017)	SG 8 (Php 22,423.00)	1	South Cluster

Qualification Standards for Administrative Officer II:

Education: Bachelor's degree relevant to the job
 Experience: None Required
 Training: None Required
 Eligibility: CS Professional (Second Level Eligibility)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of



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

documents to be submitted to the HRMO for preparation/issuance of appointment
c. Prepare ERF of qualified teachers and submit to SDO for processing

Personnel Records

- a. Update regularly 201 files and maintain database of personal information of school personnel
- b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
- c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
- d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
- e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
- f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned
- g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
- h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.

Compensation and Benefits

- a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
- b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification
- c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO

Other HR-related functions

- a. Update school personnel of the latest HR-related policies
- b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school



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

	<p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</p> <p>d. Prepare and submit HR-related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</p>
Property Custodianship	<p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</p> <p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</p> <p>e. Prepare and submit reports on all property accountability of the school.</p>
General Administrative Support	<p>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</p> <p>b. Assist the school planning team in the preparation of SIP/AIP.</p> <p>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the School Head.</p>
Financial Management	<p>a) Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none">• Cash disbursement register• Authority to debit/credit account• Liquidation reports including supporting documents <p>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p>



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

	d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.
--	--

**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)

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;

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
- 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



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

-
- 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
March 9, 2026	Submission of Pertinent Papers	Receiving Section
March 11-16, 2026	Initial Evaluation	HRMO
March 17-20, 2026	Assessment of Papers	HRMPSB
March 24-26, 2026	Interview	Sub-Committees
March 27, 2026	Written Exam/Skills Test	Sub-Committees
March 31, 2026	Open Ranking	HRMPSB
April 2, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **March 9, 2026**, in hard and soft copies. Scanned documents will be sent through this 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.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph



Republika ng Pilipinas
Department of Education

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RFSPP)

Name:	_____	Current Position:	_____
Position Applied:	_____	Item Number of	_____
Station/School	_____	Current Position:	_____
	_____	SG/Annual Salary:	_____
Level:	_____ Kindergarten	_____ Junior High School	
	_____ Elementary	_____ Senior High School	



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

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.
8. Results of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.
9. All applicants must register via our webpage, **<https://apply.depedtacurong.org>**.
10. 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/
February 25, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director