



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

April 13, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 070

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
Medical Officer III (OSEC-DECSB-MDOOF3-840004-2017)	SG 21 (Php 73,303.00)	1	CSDT
Dentist II (OSEC-DECSB-DENT2-840005-2017)	SG 17 (Php 49,562.00)	1	CSDT-SDO
Administrative Assistant I (OSEC-DECSB-ADAS1-840137-2014)	SG 7 (Php 20,914.00)	1	CSDT

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 Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available



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- 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
April 23, 2026	Submission of Pertinent Papers	Receiving Section
April 24-28, 2026	Initial Evaluation	HRMO
April 29-30, 2026	Assessment of Papers	HRMPSB
May 4-5, 2026	Interview	Sub-Committees
May 6, 2026	Written Exam/Skills Test	Sub-Committees
May 12, 2026	Open Ranking	HRMPSB
May 13, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **April 23, 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.

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.



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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/
April 13, 2026



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Enclosure 1 to Division Memorandum OSDS-2026-010

NOTICE OF VACANCIES

Qualification Standards for Medical Officer III:

Education: Doctor of Medicine
Experience: None Required
Training: None Required
Eligibility: R.A. 1080, as amended (Physician)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Health Program and Services	<p>Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office.</p> <p>Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners.</p> <p>Prepares and submits periodic reports of accomplishments.</p>
Nutrition Program Service	<p>Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office.</p> <p>Develop, Design, Implement, Evaluate, Monitor and Report Sustainable <u>Feeding Programs</u> for the identified Severely Wasted and Wasted Learners of the Schools Division Office.</p> <p>Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation.</p>
Partnership	<p>Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepED Established Standards for Health and Nutrition Programs.</p>



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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 AREAS	DUTIES AND RESPONSIBILITIES
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.



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Qualification Standards for *Administrative Assistant I*:

Education:	Completion of 2years of studies in college (prior 2018); or Completion of Grade 12/Senior High School (starting 2018)
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-professional (First Level Eligibility)

DUTIES AND RESPONSIBILITIES

To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance with other attached agencies.

To provide administrative support to the Finance Services functions.



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