



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

September 30, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 182

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
Project Development Officer II – (LRMDS) • OSEC-DECSB-PDO2-840143-2014	SG 15 (Php 42,178.00)	1	SDO Tacurong City
Administrative Assistant III (Senior Bookkeeper) • OSEC-DECSB-ADAS3-840158-2017 • OSEC-DECSB-ADAS3-840117-2014 • OSEC-DECSB-ADAS3-840015-2008	SG 9 (Php 24,329.00)	3	SDO- Tacurong City San Emmanuel NHS A.S. Bernardo NHS
Administrative Assistant II (Disbursing Officer II) • OSEC-DECSB-ADAS2-840169-2017 • OSEC-DECSB-ADAS2-840095-2018 • OSEC-DECSB-ADAS2-840165-2017	SG 8 (Php 22,423.00)	3	SDO- Tacurong City Tacurong NHS

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



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



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- 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
 - 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 (Annex C)
 - 3.13 Other documents as may be required
 - 3.13.1 Neuro-Psychiatric Evaluation Result (Highly encouraged to be submitted for consideration in future appointments).

4. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

DATE	ACTIVITY	PERSON RESPONSIBLE
October 14, 2026	Submission of Pertinent Papers	Receiving Section
October 15-21, 2026	Initial Evaluation	HRMO
October 22-27, 2026	Assessment of Papers	HRMPSB
October 28-30, 2026	Interview	HRMPSB
November 3, 2026	Written Exam/Skills Test	HRMO/Secretariat
November 10, 2026	Open Ranking	HRMPSB



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November 12, 2026

Consolidation of Assessment
and Final Deliberation

HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **October 14, 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.
8. Results of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.
9. See enclosure for details:
 - a. Enclosure 1: Notice of Vacancies
10. All applicants must register via our webpage, <https://apply.depedtacurong.org>.
11. For immediate and widest dissemination.

Digitally signed by Susarno Carlos
Gulac
Date: 2026.09.30 11:50:45 +08'00'

CARLOS G. SUSARNO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference/s: D.O. 07, s. 2023, D.O. 019, 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/
September 30, 2025



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Enclosure 1 to Division Memorandum OSDS-2026-182

NOTICE OF VACANCIES
Project Development Officer II (LRMDS)
Administrative Assistant III (Senior Bookkeeper)
Administrative Assistant II (Disbursing Officer)

Qualification Standards for Project Development Officer II (LRMDS):

Education: Bachelor's degree relevant to the job
Experience: 1 year relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service Professional (Second Level Eligibility)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
LRMDS USER SUPPORT	Provide user support services through the Region LRMDS Helpdesk and effectively respond to routine emails and user/client calls and inquiries.
USER PROBLEMS SOLVED	Analyze user's problem as stated in verbal or written query and identify the cause of the problem.
	Provide first-level troubleshooting assistance and escalate problems/issues beyond control to the proper LRMDS Group.
	Assess and escalate serious or unusual problems to the appropriate LRMDS Group for resolution.
	Install, configure and provide instructions on the basics of using common office software tools and LRMDS support technologies.
LRMDS TRAINING AND UPDATES	Technical support during training.
	Communication on new developments and updates on the system to all users and clients.



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SYSTEM MAINTENANCE AND TRACKING	Employ basic procedures for user account management and access.
	Prepare monthly reports of user/client issues and complaints, status and resolution based on a daily log and analysis of trends, in order to track the source of user difficulty as well as areas for systems enhancement for the action of the Systems Administrator.
	Solicit user feedback and use the information to improve the system.
	Perform basic and routine system maintenance such as backup, system start-up, etc.
	Apply basic security measures for Internet, helpdesk and desktop operations to prevent hacking, virus and other security problems.
LR TEAMS	Provide support in coordinating the formation of the LR Development Teams of the regional office.
	Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team.
	Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.
LR TECHNICAL COMPETENCIES	Searches and maintains a "Directory of Human Resource" with LR required skills (writers, editors, illustrators, creative and layout artists, etc.) to provide LR Development teams with a ready pool of resources as needed.
	Coordinates and prepares a draft of the Terms of References of talent and service providers for the LR Development Teams.
	Coordinates and prepares the draft Contracts for sourced talents and service providers.
	Coordinates the needs and requirements of contracted service providers to follow through the fulfillment of TOR/ contract and payment for their service.



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TECHNICAL ASSISTANCE	Gather data and provide initial analysis as inputs to TA needs with regard to the LRMS and plans to improve access to learning resources of schools and learning centers
	Provide technical support in the delivery of interventions to respond to the LR needs of schools and learning centers.

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)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES (<i>Senior Bookkeeper</i>)
Financial Records and Reports	- Ascertains that transaction have been properly recorded in books - Verify financial statements made by subordinate, verify the journal voucher - Prepares adjusting entries and journal vouchers - Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	- Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports - Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	- Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. - Provides inputs for improvement of accounting section



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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;



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