



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

October 29, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 201

**SCHEDULE OF INTERVIEW AND WRITTEN EXAM FOR APPLICANTS OF
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT III, AND
PROJECT DEVELOPMENT OFFICER II POSITIONS**

TO: Human Resource Merit Promotion and
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, the applicants are hereby informed of the following schedules:

Written Exam

When: November 3, 2026

Where: SDO Tacurong Conference Hall

For Project Development Officer II and Administrative Assistant III

Time: 09:30 a.m. to 10:30 a.m

For Administrative Assistant II

Time: 10:40 a.m. to 11:40 a.m

Virtual Interview via Google Meet

Link: <https://meet.google.com/tdf-ncvs-aew>

Date: November 4, 2026

For Project Development Officer II

Time: 08:30 a.m. to 09:30 a.m. Buenaente to Toring

For Administrative Assistant III

Time: 09:35 a.m. to 11:30 a.m. Agodera to Tuboc

For Administrative Assistant II

Time: 01:15 p.m. to 04:30 p.m. Abodagil to Vicente



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2. For the information and guidance of all concerned.

CARLOS G. SUSARNO, Ph.D., CESO VI
Assistant Schools Division Superintendent
~~Officer-in-Charge~~
Office of the 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 II, Administrative Assistant III, and Project Development Officer II/October 29, 2026



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