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

November 25, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 221

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 (Administrative Officer I) OSEC-DECSB-ADOF2-840278-2021	SG 11 (Php 31,705.00)	1	SDO Tacurong City
Administrative Assistant II (Disbursing Officer II) OSEC-DECSB-ADAS2-840289-2016	SG 8 (Php 22,423.00)	1	SDO- Tacurong City
Administrative Assistant I (Accounting Machine Operator) OSEC-DECSB-ADAS1-840137-2014	SG 7 (Php 20,914.00)	1	SDO- Tacurong City

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,

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

Revised 2025) 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
December 9, 2026	Submission of Pertinent Papers	Receiving Section
December 10-16, 2026	Initial Evaluation	HRMO
December 17-23, 2026	Assessment of Papers	HRMPSB
December 28-29, 2026	Interview	HRMPSB
January 8, 2027	Written Exam/Skills Test	HRMO/Secretariat
January 14, 2026	Open Ranking	HRMPSB
January 15, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

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5. The deadline for submission of pertinent papers to this Office is on **December 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.

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.

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/ November 24, 2026

*Enclosure 1 to Division Memorandum OSDS-2026-_22_*

NOTICE OF VACANCIES

Administrative Officer II (Administrative Officer I)
Administrative Assistant II (Disbursing Officer)
Administrative Assistant I (Accounting Machine Operator)

Qualification Standards for *Administrative Officer II (Administrative Officer I)*:

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 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 c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines 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.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.

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	c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. 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)

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;

Qualification Standards for *Administrative Assistant I*
***(Accounting Machine Operator)*:**

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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