



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Notice of Vacancy
December 3, 2020
NV No. 2020-068

Position Title	Plantilla Item No.	Place of Assignment
One (1) Master Teacher II (Elementary)	MTCHR2-840127-2003	Schools Division of South Cotabato – Banga North District

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Master Teacher II (Elementary)	19	Php 46,791.00	Bachelor of Elementary Education (BEEd) or Bachelors degree with at least 18 units of Education or 18 units for Masters degree or its equivalent	1 year as Master Teacher I; or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)

The DepED Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**
Assistant Schools Division Superintendent
HRMPSB Chairman

- b. Updated/Latest Personal Data Sheet (PDS Revised March 2017);
- c. Official Transcript of Records w/ S.O.;
- d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- e. Regular Teaching Load (Number of Minutes);
- f. Service Record (Updated);
- h. Leadership Potential and Accomplishment;
- h.1. Copy of Curriculum material, teaching techniques or simplified work evaluated in terms of its appropriateness and the relevance; program of work of income generating project recognized by the division and evaluated in terms of net income generated;

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h.2. Served as subject coordinator or grade chairman for at least one year or as adviser of school publication or any special organization and discharged such assignment satisfactorily for at least 2 years provided such assignments are in addition to and not considered part of the regular teaching load (Supervisory of Principal or District Supervisor indicating assignment; program of work; list of club members);

h.3. Served as chairman of special committee such as curriculum study committee to prepare instructional materials and to prepare school teaching program and discharge the work efficiently for at least one year (Memorandum as a chairman of a special committee on curriculum study, preparation of instructional materials, program for departmentalized or other committees such as solicitation for scouting and athletic activities, preparation of evaluation materials, annual reports or closing exercises)

h.4. Initiated or headed an educational research duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare;

h.5. Coordinator or member of community project or activity or of a program of another agency or coordinator or member of rural service improvement activity in a community such as feeding, nutrition-agro-industrial fairs etc. for at least 2 years (Certification by Brgy. Captain or Purok President as a project Coordinator or member of the committee);

h.6. Initiated/Organized/Managed In-service activity or other similar activities, at least on the second level (Memorandum or program of activity showing assignment during in-service training);

h.7. Trainer or coach to a contestant who received prizes, commendations or recognition (Proof as trainer or coach of winners in competition such as athletics, literary, musical, dancing or quiz bee or as coordinator in scouting activities);

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h.8. Authorship (Author of book, Co-Author of Book or Book article published);

h.9. Demonstration Teaching (Division/Regional/National level Demonstration Teaching Certificate in Training/Seminar conducted within 5 years upon application for promotion for Master Teacher I position).

Division Level Demonstration Teaching Certificate in Training/Seminar shall be initialed by the Public Schools District Supervisor/Principal In-Charge and signed by the Schools Division Superintendent with attached Lesson Plan.

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

- **Criteria for Evaluation:** MEC Order Nos. 10 and 29, s. 1979, and DECS Order No. 70, s. 1988 .
- **Deadline for submission of pertinent documents:** **December 14, 2020**. No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit their pertinent documents to DepEd Division of South Cotabato Records Section. In addition, kindly access this link **bit.ly/SDOSC-ORF-NTPA-HRMPSB** for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Notice of Vacancy
December 3, 2020
NV No. 2020-069

Position Title	Plantilla Item No.	Place of Assignment
Three (3) Administrative Aide VI (Clerk III)	ADA6-840170-2014 ADA6-840174-2014 ADA6-840175-2014	Schools Division of South Cotabato (Office of the Schools Division Superintendent and Curriculum Implementation Division)

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
ADA VI (Clerk III)	6	Php 15,524.00	Completion of 2 years studies in College	None Required	None Required	Civil Service Eligibility (Sub- Professional)

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

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Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**
Asst. Schools Division Superintendent
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
c. Official Transcript of Records w/ S.O.;
d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
f. Service Record / Certificate of Employment; and
g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

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- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007.
- **Deadline for submission of pertinent documents:** December 14, 2020
No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit their pertinent documents to DepEd Division of South Cotabato Records Section. In addition, kindly access this link bit.ly/SDOSC-ORF-NTPA-HRMPSB for your online registration.

RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Notice of Vacancy
December 3, 2020
NV No. 2020-070

Position Title	Plantilla Item No.	Place of Assignment
Fourteen (14) Administrative Assistant II (Disbursing Officer)	ADAS2-840270-2016	Schools Division of South Cotabato (Senior High School)
	ADAS2-840227-2016	
	ADAS2-840253-2016	
	ADAS2-840202-2016	
	ADAS2-840240-2016	
	ADAS2-840241-2016	
	ADAS2-840229-2016	
	ADAS2-840247-2016	
	ADAS2-840265-2016	
	ADAS2-840272-2016	
	ADAS2-840218-2016	
	ADAS2-840252-2016	
	ADAS2-840249-2016	
	ADAS2-840245-2016	
One (1) Administrative Assistant II (Disbursing Officer)	ADAS2-840029-2017	Schools Division of South Cotabato (Elementary)
Four (4) Administrative Assistant II (Disbursing Officer)	ADAS2-840046-2017	Schools Division of South Cotabato (Office of the Schools Division Superintendent)
	ADAS2-840049-2017	
	ADAS2-840017-2004	
	ADAS2-840057-2017	
One (1) Administrative Assistant II (Disbursing Officer)	ADAS2-840028-2004	Polomolok National High School, Polomolok, South Cotabato
One (1) Administrative Assistant II (Disbursing Officer)	ADAS2-840030-2004	Sto. Niño National School of Arts and Trade, Sto. Niño, South Cotabato

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➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer)	8	Php 17,505.00	Completion of 2 years studies in College	1 year relevant experience	4 hours relevant training	Civil Service Eligibility (Sub-Professional)

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- Application Letter;

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Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**
Asst. Schools Division Superintendent
HRMPSB Chairman

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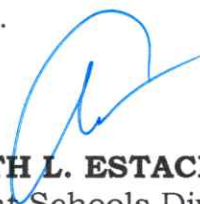
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- b. Personal Data Sheet (PDS Revised March 2017);
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- e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
- f. Service Record / Certificate of Employment; and
- g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

Kindly specify in your application letter the place of assignment you wish to be assigned.

- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007.
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