



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

Notice of Vacancy
November 02, 2021
NV No. 2021-026

Position Title	Plantilla Item No.	Place of Assignment
Three (3) Elementary School Principal II	OSEC-DECSB-SP2-840055-2010	Schools Division of South Cotabato
	OSEC-DECSB-SP2-840004-2015	
	OSEC-DECSB-SP2-840049-2010	

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
School Principal II (Elementary)	20	Php 54,251.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)

Duties and Responsibilities of **School Principal II (Elementary)**

Sets the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.

KEY RESULT AREA /S	DUTIES AND RESPONSIBILITIES
Administrative Management	<ol style="list-style-type: none"> 1. Instructional Competencies 2. Learning Environment 3. Human Resource Management and Development 4. Parent's Involvement and Community Partnership 5. School Leadership, Management and Operations

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



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





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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 (SOGI) to apply.

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**
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; and
g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.
h. Original Copy of Notarized Omnibus Certification of Authenticity and Veracity of Documents.

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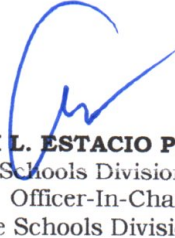


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Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

PLEASE SUBMIT ONLY ONE (1) SET OF FASTENED (use safety paper fastener) **PERTINENT DOCUMENTS**.

- **Criteria for Evaluation:** DepEd Order No. 42, s. 2007, **“The Revised Guidelines on Selection, Promotion and Designation of School Heads”** for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents:** **November 12, 2021**, 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 Schools Division of South Cotabato Records Section. In addition, kindly access this link bit.ly/SDOSC-ORF-NTPA-HRMPSE 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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