



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

**Notice of Vacancy**  
**January 18, 2022**  
**NV No. 2022-001**

<b>Position Title</b>	<b>Plantilla Item No.</b>	<b>Place of Assignment</b>
One (1) Head Teacher III (Elementary)	HTEACH3-840008-2003	Schools Division of South Cotabato – Surallah 1 Distict
One (1) Head Teacher III (Elementary)	HTEACH3-840011-2003	Schools Division of South Cotabato – Surallah 2 Distict
One (1) Head Teacher III (Secondary)	HTEACH3-840044-2003	Schools Division of South Cotabato – Tampakan NHS

➤ **Qualification Standards Bases:**

Civil Service Commission

<b>Position Title</b>	<b>SG</b>	<b>Basic Monthly Salary</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
Head Teacher III (Elementary)	16	Php 35,106.00	Bachelor of Secondary Education (BSEd) or Bachelors degree with at least 18 professional units in Education; with appropriate major	Head Teacher for 2 years; Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)

**Duties and Responsibilities of Head Teacher.**

1. Supports School-Based Management (SBM)

*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](mailto:south.cotabato@deped.gov.ph)





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2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers and master teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis
21. Evaluate performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report

KEY RESULT AREA/S	OBJECTIVES
<b>SBM Plan</b>	<ol style="list-style-type: none"> <li>1. Planned and organized SBM by April of every school year</li> <li>2. Assisted in the formulation and implementation of the SBM within target date</li> </ol>

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KEY RESULT AREA/S	OBJECTIVES
<b>School Curriculum Monitoring and Evaluation Plan</b>	<ol style="list-style-type: none"><li>1. Monitored teachers</li><li>2. Evaluated the teaching-learning process based on results</li></ol>
<b>School Resource Management</b>	<ol style="list-style-type: none"><li>1. Monitored the maximum use of resource materials</li><li>2. Coordinated with stakeholders in the acquisition of learning materials, resources and equipment within target date</li><li>3. Effected judiciously the use of school facilities and supply materials within the rating period</li></ol>
<b>Human Resource Management</b>	<ol style="list-style-type: none"><li>1. Conducted School-Based INSET based on Training and Support Needs Analysis</li><li>2. Observed teachers with corresponding observation data for post conference</li><li>3. Increased teacher performance at the end of every semester</li></ol>
<b>Special Tasks - Assignment</b>	<ol style="list-style-type: none"><li>1. Established support and cooperation of all stakeholders</li><li>2. Identified qualified teachers for promotion at the end of school year</li></ol>

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.

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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**  
Asst. Schools Division Superintendent  
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);  
c. Original Copy of Official Transcript of Records w/ S.O. (To be returned after the selection process);  
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 / Employment Certificate; 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.

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

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**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:** **January 28, 2022**, 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](http://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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