



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

Notice of Vacancy
January 18, 2022
NV No. 2022-002

Position Title	Plantilla Item No.	Place of Assignment
One (1) Elementary Special Education Teacher I	SPET1-840007-2007	Schools Division of South Cotabato

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
SPET1	14	Php 27,756.00	Bachelors degree in Education with specialization in Special Education	Please refer below for additional requirements	Please refer below for additional requirements	RA 1080 (Teacher)

Additional requirements for SPED elementary applicants (DepEd Order No.7,s.2015)

a. He/she must possess any of the following qualifications:

Educational Qualification	Requirement
BSEEd- BS Special Education	With Specialization in SPED-Undergrad
BSEEd/BSSPED	With 18 Units MA-SPED and 3 years actual teaching in SPED VS Performance Rating

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



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Educational Qualification	Requirement
BSEEd/BSSPEd	With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd	With 12 units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating
BSEEd/BSE	With 9 units MA-SPED and 6 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd/BSE	With teaching experience in SPED or Inclusive Setting VS Performance Rating

In cases where applicants do not have the appropriate educational qualifications for SPED, they may still be evaluated but shall be categorized separately from those who have met the said requirements.

- b. He/she must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.
- c. A certification from the Principal that the applicant has had a Very Satisfactory performance rating for the last three (3) years must be submitted as part of the application.

Duties and Responsibilities of Special Education Teacher I

1. Teaches or more grades/levels using appropriate and innovative teaching strategies
2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
3. Monitors and evaluates pupils/students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupils/students' progress regularly
6. Supervises curricular and co-curricular projects and activities
7. Maintains updated pupil/student school records
8. Counsels and guides pupils/students
9. Supports activities of governmental and non-governmental organizations

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10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work

KEY RESULT AREA/S	OBJECTIVES
Teaching-Learning Process	<ol style="list-style-type: none"> 1. Prepared lesson plans and daily logs of activities including appropriate, adequate and updated instructional materials 2. Facilitated learning in the elementary and secondary schools through functional lessons plans, daily logs and innovative teaching strategies 3. Initiated discipline of students including classroom rules, guidelines and individual and group tasks 4. Monitored attendance, diversity appreciation, safe, positive and motivating environment, overall physical atmosphere, cleanliness and orderliness of classrooms including proper waste disposal.
Pupils/Students Outcomes	<ol style="list-style-type: none"> 1. Monitored and evaluated and maintained pupils/students' progress 2. Conducted remediation/enrichment programs to improve performance indicators 3. Maintained updated pupils/students' school records 4. Attained the required GSA for grade level and learning areas
Community Involvement	<ol style="list-style-type: none"> 1. Conducted regular/periodic PTA meetings/conferences 2. Visited parents of students needing academic monitoring/follow-up 3. Undertaken/initiated projects/events/activities with external funding/sponsorship
Professional Growth and Development	<ol style="list-style-type: none"> 1. Conducted Action Research 2. Participated in activities such as teachers' association, etc. 3. Produced publications/creative work for school paper/division publication 4. Received special awards/citation/recognition for exemplary performance

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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. 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.

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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. 7. S. 2015 and DepEd Order No. 66, s. 2007 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 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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