



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

**Notice of Vacancy**  
**June 13, 2022**  
**NV No. 2022-012**

Position Title	Plantilla Item No.	Place of Assignment
One (1) Secondary School Principal 4	OSEC-DECSB-SP4-840061-2021	Schools Division of South Cotabato – Surallah National High School

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Secondary School Principal 4	21	Php 62,449.00	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080 (Teacher)

Duties and Responsibilities of **Secondary School Principal 4.**

Provide basic education to learners.

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.

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



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Instructional Leadership</b>	<ol style="list-style-type: none"> <li>1. Led in the preparation, completion and submission of the following documents:               <ol style="list-style-type: none"> <li>a. School Year Instructional Supervisory Plan;</li> <li>b. Monthly Supervisory Plans;</li> <li>c. Annual Implementation Plan (AIP);</li> <li>d. Monthly &amp; Year-End Accomplishment Report; and</li> <li>e. School Report Card</li> </ol> </li> <li>2. Implemented the Monthly Instructional Supervisory Plan.</li> <li>3. Provided resources and supplies for Instructional Materials (IMs) to teacher per quarter through MOOE funds to achieve higher learning outcomes.</li> </ol>
<b>Learning Environment</b>	<ol style="list-style-type: none"> <li>1. Increased/Maintained the following:               <ol style="list-style-type: none"> <li>a. GWA</li> <li>b. Enrollment Rate</li> <li>c. Completion Rate</li> <li>d. Graduation Rate</li> <li>e. Promotion Rate</li> </ol> </li> <li>2. Decreased/Maintained the following:               <ol style="list-style-type: none"> <li>a. Drop-out Rate</li> <li>b. Retention Rate</li> <li>c. Non-numerate</li> <li>d. Non-readers</li> <li>e. Severely wasted</li> </ol> </li> <li>3. Maintained safe and conducive to learning environment, such as:               <ol style="list-style-type: none"> <li>a. Adhere to the child-friendly learning environment and implement health protocols</li> <li>b. Provide ICT facilities</li> <li>c. Establish school-based DRRM Plan</li> <li>d. Implement gender-sensitive school facilities</li> <li>e. Establish brigade kontra droga program / national drug education program (NDEP) but not limited to the aforementioned undertakings.</li> </ol> </li> <li>4. Led in the maximum utilization of Instructional Learning Materials from:               <ol style="list-style-type: none"> <li>a. Learning resources (text based &amp; non-text based)</li> <li>b. Learning resources management and development system (LRMDS) portal</li> <li>c. Offline portal</li> <li>d. Library resources</li> </ol> </li> </ol>

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<b>Human Resource Management and Development</b>	<ol style="list-style-type: none"> <li>1. Initiated in the assessment of training needs of teachers based form E-SAT / TSNA.</li> <li>2. Facilitated the conduct of School's in-Service Trainings (INSETs) and School Learning Action Cell (SLAC) Sessions.</li> <li>3. Professional and Personal enhancement of teachers</li> </ol>
<b>Parents' Involvement and Community Partnerships</b>	<ol style="list-style-type: none"> <li>1. Established linkages with external stakeholders in organizing and implementing school projects / programs / activities such as:               <ol style="list-style-type: none"> <li>a. Oplan-Balik Eskwela</li> <li>b. Brigada Eskwela</li> <li>c. PEACE Education Program</li> <li>d. Gulayan sa Paaralan</li> <li>e. SWM</li> <li>f. Feeding Program</li> <li>g. Outreach Program</li> <li>h. Community Project</li> <li>i. Family Day</li> <li>j. School Based Initiated PPAs <i>but not limited to the aforementioned school activities / programs / projects.</i></li> </ol> </li> <li>2. Strengthen communication system to inform stakeholders of school accomplishments, concerns and issues during:               <ol style="list-style-type: none"> <li>a. Preparation of SIP / AIP</li> <li>b. SOSA</li> <li>c. School MEPA</li> <li>d. PTA General Asembly</li> <li>e. Parents-Teacher Conference</li> <li>f. SGC Meeting <i>but not limited to the aforementioned school activities / programs / projects observing / IATF protocols</i></li> </ol> </li> <li>3. Promoted welfare and recognized accomplishments of stakeholders.</li> </ol>
<b>School Leadership Management Operations</b>	<ol style="list-style-type: none"> <li>1. Led in the conduct of implementation Reviews of SIP / AIP.</li> <li>2. Utilized judiciously the school MOOE to satisfy mandated obligations and met priorities.</li> <li>3. Mediated and ensured resolution of conflicts in school.</li> <li>4. Updated relevant school documents to increase / maintain SBM level of practice.</li> </ol>
<b>Other Functions</b>	<ol style="list-style-type: none"> <li>1. Served as Municipal/District/Area Coordinator.</li> <li>2. Served as speakers/resource person/discussant in trainings /seminars/workshops outside his/her station.</li> <li>3. Contributed innovations/writer etc. of SLM?LAS adopted by the department.</li> </ol>

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	4. Conducted Action Research to improved learner's performance. <i>but not limited to the aforementioned other functions</i>
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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**  
Schools Division Superintendent  
DepEd Schools 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. Certified Photocopy of Official Transcript of Records w/ Special Order and CHED Certification, Authentication and Verification;
- 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

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and Veracity of Documents.

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, “**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:** **June 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-HRMPSB](https://bit.ly/SDOSC-ORF-NTPA-HRMPSB)** for your online registration.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

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