



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

**Notice of Vacancy**  
**January 5, 2023**  
**NV No. 2023-002**

<b>Position Title</b>	<b>Plantilla Item No.</b>	<b>Place of Assignment</b>
One (1) Master Teacher II (Elementary)	OSEC-DECSB-MTCHR2-840095-2003	Schools Division Office of South Cotabato – Surallah 1 District

➤ **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>
Master Teacher II (Elementary)	19	Php 49,835.00	Bachelor of Elementary Education (BSEd) or Bachelors degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)

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



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**Duties and Responsibilities of Master Teacher II (Elementary)**

To provide technical support in full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the condition and context of the locality.

To provide technical assistance to the schools in the curriculum implementation, instructional supervision and learning materials development and quality assurance

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Content Knowledge and Pedagogy</b>	<ol style="list-style-type: none"> <li>1. Model effective applications of content knowledge within and across curriculum teaching areas</li> <li>2. Promote effective strategies in the positive use of ICT to facilitate the teaching and learning process.</li> <li>3. Develop and apply effective teaching strategies to promote critical and creative thinking as well as other higher-order thinking skills.</li> </ol>
<b>Diversity of Learners and Assessment and Reporting</b>	<ol style="list-style-type: none"> <li>1. Exhibit a learner centered culture that promotes success by using effective teaching strategies that respond their linguistic, cultural socio economic and religious backgrounds.</li> <li>2. Evaluated with colleagues teaching strategies that are responsive to the special educational needs of learners in difficult circumstances including, geographic isolation, chronic illness, displacement due to armed conflict, urban settlement or disasters child abuse and child labor.</li> <li>3. Use effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning.</li> </ol>
<b>Curriculum and Planning</b>	<ol style="list-style-type: none"> <li>1. Advise and guide colleagues in the selection, organization, development and use of appropriate teaching and learning resources, including ICT to address specific learning goals.</li> <li>2. Model to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a cultural socio economic environment.</li> </ol>

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<b>Community Linkages and Professional Engagement and Personal Growth and Professional Development</b>	<ol style="list-style-type: none"><li>1. Guide colleagues to strengthen relationships with parents / guardians and the wider school community to maximize their involvement in the educative process.</li><li>2. Contribute actively to professional networks within and between schools to improve knowledge and to enhance practice.</li><li>3. Initiate professional reflections and promote learning opportunities with colleagues to improve practice.</li></ol>
<b>Assessment and Reporting</b>	<ol style="list-style-type: none"><li>1. Perform various related works/activities that contribute to the teaching/learning process.</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.

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**  
Assistant Schools Division Superintendent  
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Certified True Copy 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

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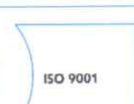
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- Satisfactory (VS) with Numerical Equivalent);
- e. Regular Teaching Load (Number of Minutes);
  - f. Service Record (Updated);
  - g. Leadership Potential and Accomplishment;
    - g.1. Copy of Curriculum material, teaching techniques or simplified 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;
    - g.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);
    - g.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)
    - g.4. Initiated or headed an educational research duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare;
    - g.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);
    - g.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);

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g.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);

g.8. Authorship (Author of book, Co-Author of Book or Article published, please attached copy of published article or book with cover page including author/s name and published date);

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

**Demonstration Teaching Certificate (Division Level)** 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

The same attachment of Lesson Plan applies to Regional/National level Demonstration Teaching Certificate requirement.

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

- **Criteria for Evaluation:** MEC Order Nos. 10 and 29, s. 1979, and DECS Order No. 70, s. 1988.
- **Deadline for submission of pertinent documents:** **January 20, 2023**. 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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