



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

**Notice of Vacancy**  
**January 24, 2023**  
**NV No. 2023-007**

Position Title	Plantilla Item No.	Place of Assignment
Two (2) Head Teacher III (Elementary)	OSEC-DECSB-HTEACH3-840011-2003 OSEC-DECSB-HTEACH3-840005-2003	Division of South Cotabato
Three (3) Head Teacher II (Elementary)	OSEC-DECSB-HTEACH2-840036-2021 OSEC-DECSB-HTEACH2-840460-2022 OSEC-DECSB-HTEACH2-840140-2003	Division of South Cotabato
Eight (8) Head Teacher I (Elementary)	OSEC-DECSB-HTEACH1-840004-2009 OSEC-DECSB-HTEACH1-840005-2016 OSEC-DECSB-HTEACH1-840006-2016 OSEC-DECSB-HTEACH1-840008-2009 OSEC-DECSB-HTEACH1-840011-2016 OSEC-DECSB-HTEACH1-840016-2016 OSEC-DECSB-HTEACH1-840026-2016 OSEC-DECSB-HTEACH1-840129-2011 OSEC-DECSB-HTEACH1-8400157-2008	Division of South Cotabato

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Head Teacher III (Elementary)	16	Php 39,672.00	Bachelor of Elementary Education	Head Teacher for 2 years; or	24 hours relevant	RA 1080 (Teacher)

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



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			(BEED) or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	Teacher-In-Charge for 2 years; or Teacher for 5 years	training	
Head Teacher II (Elementary)	15	Php 36,619.00	Bachelor of Elementary Education (BEED) or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher I (Elementary)	14	Php 33,843.00	Bachelor of Elementary Education (BEED) or Bachelor's degree with at least 18 professional units in Education; with appropriate	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours relevant training	RA 1080 (Teacher)

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			field of specialization			
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**Duties and Responsibilities of Head Teacher.**

1. Supports School-Based Management (SBM)
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

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<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>
<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 teachers 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-numerates</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 &amp; 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 Brigada Kontra Droga Program/National Drug Education Program (NDEP) <i>but not limited to the aforementioned undertakings.</i></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> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>b. Learning Resources Management and Development System (LRMDS) Portal</li> <li>c. Offline Portal</li> </ul> <p>1. Library Resources</p>
<b>Human Resource Management and Development</b>	<ul style="list-style-type: none"> <li>1. Initiated in the assessment of training needs of teachers based from E-SAT/TSNA.</li> <li>2. Facilitated the conduct of School's In-Service Trainings (INSETs) and School Learning Action Cell (SLAC) Sessions.</li> </ul> <p>2. Provided opportunities for Professional and Personal enhancement of Teachers.</p>
<b>Parents' Involvement and Community Partnership</b>	<ul style="list-style-type: none"> <li>1. Established linkages with external stakeholders in organizing and implementing school projects/programs/activities such as: <ul 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> </ul> </li> <li>2. Strengthen communication system to inform stakeholders of school accomplishments, concerns &amp; issues during: <ul 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 Assembly</li> <li>e. Parents-Teacher Conference</li> <li>f. SGC Meeting</li> </ul> <i>but not limited to the aforementioned school activities / programs / projects observing IATF protocols.</i> </li> <li>3. Promoted welfare and recognized accomplishments of stakeholders.</li> </ul>
<b>School Leadership Management Operations</b>	<ul 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</li> </ul>

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	SBM level of practice.
<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><li>4. Conducted Action Research to improve learners performance.</li><li>5. <i>but not limited to the aforementioned other functions</i></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 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. and CHED Certification, Authentication and Verification (CAV);
- c.1 Completion of academic requirements for Master's Degree (with certification from school registrar)
- c.2 Master's Degree
- c.3 Completion of academic requirements for Doctorate Degree (with certification from school registrar)

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c.4 Doctorate Degree

- 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 (Updated) / Certificate of Employment; and
- g. Other documents to support credits points under award/s (shall attached certificate or other means of verification) innovations (shall attached documentation of the innovation), research and development projects (shall attached copy of the research conducted in your work place), publication/authorship (shall attached copy of articles/book appearing the name/s of the author and publication date) & speakership/consultancy (shall attached copy of speakership certificate).

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:** **February 8, 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-HRMPSE](https://bit.ly/SDOSC-ORF-NTPA-HRMPSE) for your online registration.

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

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