



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

**Notice of Vacancy**  
**March 22, 2023**  
**NV No. 2023-012**

| Position Title                        | Plantilla Item No.            | Place of Assignment   |
|---------------------------------------|-------------------------------|---|
| One (1) Master Teacher II (Secondary) | OSEC-DECSB-MTCHR2-840024-2005 | Schools Division Office of South Cotabato – Libertad National High School |

➤ **Qualification Standards Bases:**

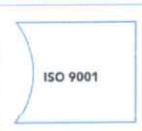
Civil Service Commission

| Position Title                | SG | Basic Monthly Salary | Education   | Experience   | Training                     | Eligibility       |
|-------------------------------|----|----------------------|---|--|------------------------------|-------------------|
| Master Teacher II (Secondary) | 19 | Php 51,357.00        | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; 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



**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)





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

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

Provide basic education to learners

Teaches grades/levels using appropriate and innovative teaching strategies

| KEY RESULT AREA/S                                     | DUTIES AND RESPONSIBILITIES   |
|---|---|
| <b>Content Knowledge and Pedagogy</b>                 | <ol style="list-style-type: none"> <li>1. Modeled effective applications of content knowledge within and across curriculum teaching areas.</li> <li>2. Collaborated with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy.</li> <li>3. Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills</li> </ol>   |
| <b>Learning Environment and Diversity of Learners</b> | <ol style="list-style-type: none"> <li>1. Worked with colleagues to model and share effective techniques in the management of classroom structure to engage learners, individually or in groups, in meaningful, exploration, discovery and hands-on activities within a range of physical learning environment.</li> <li>2. Exhibited effective and constructive behavior management skills by applying positive and non-violent discipline to ensure learning-focused environment.</li> <li>3. Worked with colleagues to share differentiated, developmentally appropriate opportunities to address learners' differences in gender, needs, strengths, interests and experiences.</li> </ol> |
| <b>Curriculum and Planning</b>                        | <ol style="list-style-type: none"> <li>1. Developed and applied effective strategies in the planning and management of developmentally sequenced teaching and learning processes to meet curriculum requirements and varied teaching contents.</li> <li>2. Reviewed with colleagues, teacher and learner feedback to plan, facilitate and enrich teaching practice.</li> <li>3. Advised and guided colleagues in the selection, organization development and use of appreciate teaching and learning resources, including ICT, to address specific learning goals.</li> </ol>   |
| <b>Assessment and Reporting</b>                       | <ol style="list-style-type: none"> <li>1. Worked collaboratively with colleagues to review the design, selection, organization and use of a range of effective diagnostic, formative and summative assessment.</li> <li>2. Interpreted collaboratively monitoring and evaluation strategies of attainment data to support learner progress and achievement. <i>SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020</i></li> </ol>   |



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)





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

|  |   |
|--|---|
|  | 3. Applied skills in the effective communication of learner needs, progress and achievement to key stakeholders, including parents. |
|--|---|

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**  
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 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

*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)





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

---

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);

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 Book article published, please attach copy of the article or book appearing author/s name);

g.9. Demonstration Teaching (Division/Regional/National level  
*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)





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

---

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.

- h. Original Copy of Notarized Omnibus Sworn Certification of Authentication and Veracity of Documents.

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:** **April 11, 2023**. No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit **One (1) Set** of 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

*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)

