



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

Office of the Schools Division
Superintendent

04 May 2023

DIVISION MEMORANDUM
OSDS No. **041**, s. 2023

NOTICE OF VACANCY FOR HEAD TEACHER I, HEAD TEACHER II,
AND HEAD TEACHER III

To: Schools Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the following vacant positions:

a. **Position Details**

Position Title	No	Plantilla Item No.	Plantilla Assignment
One (1) Secondary Head Teacher III	1	OSEC-DECSB-HTEACH3-840046-2003	Upper Klinan NHS
One (1) Secondary Head Teacher II	1	OSEC-DECSB- HTEACH2-840094-2020	Colongulo NHS
One (1) Elementary Head Teacher II	1	OSEC-DECSB- HTEACH2-840092-2020	Elementary
One (1) Secondary Head Teacher I	1	OSEC-DECSB- HTEACH1-840027-2016	Lake Solution IS
Five (5) Elementary Head Teacher I	5	OSEC-DECSB- HTEACH1-840102-2011 OSEC-DECSB- HTEACH1-840103-2011 OSEC-DECSB- HTEACH1-840090-2020 OSEC-DECSB- HTEACH1-840104-2011 OSEC-DECSB- HTEACH1-840094-2020	Elementary

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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b. Qualification Standards based on DepEd Order No. 39, s. 2007

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Head Teacher III (Secondary)	16	Php 39,672	Bachelor of Secondary Education (BSEd) or Bachelor's degree w/ 18 professional units in Education with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher II (Elementary and Secondary)	15	Php 36,619	Bachelor of Elementary/ Secondary Education or Bachelor's degree w/ 18 professional units in Education with appropriate field of specialization	Elementary : HT for 1 year; or TIC for 1 year; or Teacher for 4 years Secondary HT for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher I (Elementary and Secondary)	14	Php 33,843	Bachelor of Elementary/ Secondary Education or Bachelor's degree w/ 18 professional units in Education with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours relevant training	RA 1080 (Teacher)

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c. Duties and Responsibilities

Duties and Responsibilities of a **Head Teacher**

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SBM Plan	<ul style="list-style-type: none"> Planned and organized SBM by April of every school year Assisted in the formulation and implementation of the SBM within target date
School Curriculum Monitoring and Evaluation Plan	<ul style="list-style-type: none"> Monitored teachers Evaluated the teaching-learning process based on results
School Resource Management	<ul style="list-style-type: none"> Monitored the maximum use of resource materials Coordinated with stakeholders in the acquisition of learning materials, resources and equipment within target date Effected judiciously the use of school facilities and supply materials within the rating period
Human Resource Management	<ul style="list-style-type: none"> Conducted School-Based INSET based on Training and Support Needs Analysis Increased teacher performance at the end of every semester
Special Tasks – Assignment	<ul style="list-style-type: none"> Established support and cooperation of all stakeholders b. Identified qualified teachers for promotion at the end of school year

d. Documentary Requirements

- i. Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESE
 Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 iii. Photocopy of valid and updated PRC License.
 iv. Photocopy of Certificate of Ratings;

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- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 001, s. 2023: Annex C; and
- x. Other documents that can use as means of verification on the following:
 - (1) Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group.
 - (2) Application of Education;
 - (3) Application of Learning and Development; and
 - (4) Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item d(viii) is not relevant to the position.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023 on **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, Enclosure No. 3: **Criteria and Point System for Hiring and Promotion to School Administration Positions**. This is the point system for Evaluative Assessment for School Administration Positions.

Criteria	Breakdown of Points
Education	
Training	10
Experience	10
Performance	10
Outstanding Accomplishments	25
Application of Education	10
Application of L&D	10
Potential (Written Test, BEI)	10
TOTAL	100

3. The Deadline for submission of pertinent documents shall be **May 26, 2023** and no pertinent papers shall be accepted after this deadline.

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4. The following shall be the timelines for the recruitment and selection:

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Orientation of Interested Applicants on DepEd Order No. 007, s. 2023; Enclosure 3: Criteria and Point System for Hiring and Promotion to School Administration Position	May 9, 2023	HRMPSB, HRMPSB Secretariat
Deadline of Submission of Application Documents to SDO-Records Unit	May 26, 2023	Applicant, SDO-Records Unit
Initial Evaluation of Documents of Applicants	May 29-June 9, 2023	HRMO, HRMPSB Secretariat
Finalization of the Summary of Initial Evaluation Result (IER)	June 13, 2023	HRMO, HRMPSB Secretariat
Conduct of Behavioral Event Interviewing and Written Exam	To be Announced	HRMPSB and HRMPSB Secretariat
Conduct of Open Ranking and HRMPSB Final Deliberation		
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent		

5. Applicants shall be notified of the conduct of the activities or any of the changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.

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

7. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

8. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.

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9. For more information and inquiry, personnel concerned may contact Arlene L. Albuna, HRMO II through Messenger or at 083-2283742 or at the Office of the Assistant Schools Division Superintendent.
10. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING
RECRUITMENT

ALA/DM- notice of vacancy for head teacher i, head teacher ii, and head teacher iii
0000/May 04, 2023

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