



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

24 May 2023

DIVISION MEMORANDUM  
OSDS No. **057**, s. 2023

NOTICE OF VACANCY FOR ELEMENTARY AND JUNIOR HIGH SCHOOL  
TEACHER II AND TEACHER III

To: Schools Division  
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**

**Teacher II**

Position Title	No	Plantilla Item No.	Plantilla / School / District Assignment
Elementary Teacher II	6	OSEC-DECSB-TCH2-840274-2015	Lake Sebu 3
		OSEC-DECSB-TCH2-840226-2003	Surallah 2
		OSEC-DECSB-TCH2-840329-2018	Polomolok 1
		OSEC-DECSB-TCH2-840853-2021	Lake Sebu 4
		OSEC-DECSB-TCH2-840357-2018	Tantangan 2
		OSEC-DECSB-TCH2-840881-2021	Polomolok 5
		OSEC-DECSB-TCH2-840309-2003	Polomolok 3
		OSEC-DECSB-TCH2-840012-2015	Norala 1
Junior High School Teacher II	4	OSEC-DECSB-TCH2-840170-2010	Polomolok NHS
		OSEC-DECSB-TCH2-840276-2011	Tampakan NHS
		OSEC-DECSB-TCH2-840239-2015	Norala NHS
		OSEC-DECSB-TCH2-840701-2003	Tupi NHS

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**Teacher III**

Position Title	No	Plantilla Item No.	Plantilla / School / District Assignment
Elementary Teacher III	21	OSEC-DECSB-TCH3-840308-2017	BANGA 1
		OSEC-DECSB-TCH3-840095-2003	BANGA 2
		OSEC-DECSB-TCH3-840524-2020	
		OSEC-DECSB-TCH3-840527-2020	
		OSEC-DECSB-TCH3-841625-2016	
		OSEC-DECSB-TCH3-840081-2003	BANGA 3
		OSEC-DECSB-TCH3-840259-2003	LAKE SEBU 3
		OSEC-DECSB-TCH3-840310-2003	POLOMOLOK 3
		OSEC-DECSB-TCH3-840286-2003	POLOMOLOK 4
		OSEC-DECSB-TCH3-840465-2018	POLOMOLOK 5
		OSEC-DECSB-TCH3-841621-2016	
		OSEC-DECSB-TCH3-840829-2022	
		OSEC-DECSB-TCH3-840170-2011	STO. NIÑO
		OSEC-DECSB-TCH3-840342-2003	SURALLAH 3
		OSEC-DECSB-TCH3-840078-2014	TAMPAKAN 1
		OSEC-DECSB-TCH3-840344-2014	TAMPAKAN 3
		OSEC-DECSB-TCH3-841569-2016	TANTANGAN 2
		OSEC-DECSB-TCH3-840266-2003	
		OSEC-DECSB-TCH3-840389-2015	TBOLI 3
		OSEC-DECSB-TCH3-840214-2003	TUPI 1
		OSEC-DECSB-TCH3-840602-2020	TUPI 3
Junior High School Teacher III	7	OSEC-DECSB-TCH3-840146-2011	Lamian NHS
		OSEC-DECSB-TCH3-840098-2010	Tupi NHS
		OSEC-DECSB-TCH3-840426-2012	Polomolok NHS
		OSEC-DECSB-TCH3-840285-2017	TABLU NHS - TAMPAKAN NHS ANNEX
		OSEC-DECSB-TCH3-840164-2011	Lapuz NHS
		OSEC-DECSB-TCH3-840013-2007	GUINSANG-AN NHS
		OSEC-DECSB-TCH3-840720-2003	Libertad NHS

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b. CSC Minimum Qualification

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Teacher II (Elementary & JHS)	12	Php 29,165	<b>Elementary:</b> Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education  <b>JHS</b> Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year of relevant experience	None Required	RA 1080 (Teacher)
Teacher III (Elementary and Secondary)	13	Php 31,320	<b>Elementary:</b> Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in	2 years of relevant Experience	24 hours relevant training	RA 1080 (Teacher)

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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			Education  <b>JHS</b>  Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major			

**c. Duties and Responsibilities**

Duties and Responsibilities of Teacher II and Teacher III

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Teaching-Learning Process	<ul style="list-style-type: none"> <li>• Develop daily lesson plans/learning logs and instructional materials to adapt the curriculum to the needs of the learners</li> <li>• Provide both individualized and group instruction in all classes assigned as teaching load for the current school year</li> <li>• Facilitate three engaging lessons with the help of ICT every quarter (total of 12 ICT lessons for the whole school year) (if applicable)</li> <li>• Hold demonstration teaching lessons in class once every grading period. Four lesson observations focusing on:               <ul style="list-style-type: none"> <li>○ higher order thinking skills</li> <li>○ note taking skills</li> </ul> </li> </ul>

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>o study skills</li> <li>• retention skills</li> </ul>
Pupils/Students Outcomes	<ul style="list-style-type: none"> <li>• Administer group teacher-made and standardized tests set by the Region/Division/School for the current school year</li> <li>• Monitor and evaluate student progress for every quiz and activity and encouraged the class to be responsible for their own and each other's learning</li> </ul>
Community Involvement	<ul style="list-style-type: none"> <li>• Communicate regularly with parents (in writing or through conferences) to discuss learner's progress and the current school program for learning</li> <li>• Facilitate the improvement of identified gaps in learning through a regular tutorial with the help of parent volunteers</li> <li>• Provide seminars to parents on enhancing student learning</li> </ul>
Professional Growth and Development	<ul style="list-style-type: none"> <li>• Attend teacher training or seminar to improve teaching competency at least twice a year</li> <li>• Facilitate professional development workshops/talks/seminars for other teachers at least once every semester</li> <li>• Collaborate with fellow teachers, the School Head or the appropriate authority to develop the method by which the teacher will be evaluated</li> </ul>
Advisory Class Management	<ul style="list-style-type: none"> <li>• Decrease average rate of absenteeism</li> <li>• Decrease incidents of students going to the guidance office</li> <li>• Conduct health (physical, emotional, mental) monitoring every quarter</li> </ul>

**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;

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- iii. Photocopy of valid and updated PRC License.
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- vii. Photocopy of Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- viii. Photocopy of Certificate of Relevant Trainings, Awards, Recognitions, and/or Outstanding Accomplishments taken/received/conducted after the last promotion;
- ix. Other documents to support credits points under **innovation** (shall attach complete documentation of the innovation – proposal and terminal report), **research and development** (attach copy of approved research proposal and completed research), **publication/authorship** (attach copy of article/s/ books with cover page or page where the author/s and publication date are stated) & **speakership/consultancy** (shall attach copy of speakership certificate); and
- x. 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.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 66, s. 2007. The following is the point system for Evaluative Assessment for Teaching Position:

Criteria	Breakdown of Points
Performance	30
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-Social Attributes	5
Potential	5
<b>TOTAL</b>	<b>100</b>

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

4. Submission of application documents shall be through school/cluster AOII.

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5. Conduct of comparative assessment such as document review, behavioral event interviewing and written exam shall be conducted by the district HRMPSB (Elementary) or school HRMPSB (JHS).

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

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Deadline of Submission of Application Documents to schools/cluster AOII	June 13, 2023	Applicant, School/Cluster AOII
Initial Evaluation of Documents of Applicants	June 13-16, 2023	AOII
Conduct of Behavioral Event Interviewing (BEI) and Written Exam	To be announced by district/school	AOII, School/District HRMPSB
Conduct of Deliberation	To be announced by district/school	AOII, School/District HRMPSB
Submission of District/School Comparative Assessment, Application Documents, and other Means of Verification to support conduct of comparative assessment (interview rating sheet, minutes of interview and deliberation, and individual assessment form) to SDO	June 28, 2023	AOII
Review and Final Deliberation of Division HRMPSB	June 28-July 12, 2023	HRMPSB and HRMPSB Secretariat
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent		HRMPSB

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

8. 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.

9. In addition, school/district HRMPSB shall accept application from all applicants regardless of their present school/district assignments and shall ensure

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that they shall be included in all recruitment and selection process and in the school/district comparative assessment.

10. Applicants who applied to schools/district outside their present school assignment, should be willing to be transferred to the school/district where vacancy exist in case of appointment.

11. 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.

12. 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.

13. 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  
RECRUITMENT

HIRING

ALA/DM- notice of vacancy for elementary and junior high school teacher ii and teacher iii  
0000/May 24, 2023

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