



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

**Office of the Schools Division  
 Superintendent**

**03 July 2023**

DIVISION MEMORANDUM  
 OSDS No. **080**, s. 2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR SENIOR HIGH SCHOOL  
 TEACHER II AND TEACHER III POSITIONS**

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

1. In reference to DM-OUHROD-2023-0622: **“Advance Information on the Allocation and Deployment of New Teaching Position from Kindergarten to Grade 12 and Alternative Learning System (ALS) for School Year (SY) 2023-2024”** which specifies the allocation of **91** newly created Senior High School (SHS) Teacher II positions, and with existing SHS natural vacancies, this division announces the submission, recruitment, and selection process for these vacant positions.

2. In addition, it is stipulated in DM-OUHROD-2023-0622 under the Deployment Procedure Item 1.6 that the Schools Division Office (SDO)–Administrative Office in coordination with the Office of the Assistant Schools Division Superintendent shall commence with the recruitment and selection process on based on the existing hiring guidelines to ensure the immediate filling-up of the newly created positions, effective July 01, 2023.

3. In line with these vacancies the following are the details of the recruitment and selection process:

a. Qualification Standards

**SHS Teacher II**

<b>Position Title</b>	<b>SG</b>	<b>Basic Monthly Salary</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
SHS Teacher II (Academic Track)	12	Php 29,165	Bachelor's degree with a major in the relevant	None Required	None Required	RA 1080(Teacher); if not RA 1080

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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject			eligible, they must pass the LET within five (5) years after the date of first hiring)
SHS Teacher II (TVL)	12	Php 29,165	Bachelor's degree; or completion of technical-vocational course(s) in specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II+TMC** I  *Appropriate to the specialization	
SHS Teacher II (Sports)	12	Php 29,165	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	1-year relevant teaching/in industry work experience	4 hours of training relevant to the courses in the Strand	
SHS Teacher II (Arts and Design)	12	Php 29,165	Bachelor's degree with a major in field(s) under	1-year relevant teaching/in industry work	4 hours of training relevant	

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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	experience	to the courses in the Track	

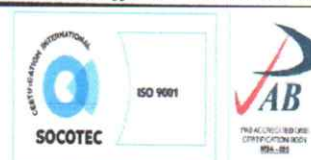
**SHS Teacher III**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
SHS Teacher III (Academic Track)	13	Php 31,320	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching /industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring)
SHS Teacher III (TVL)	13	Php 31,320	Bachelor's degree; or completion of technical-vocational course(s) in specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II+TMC** I *Appropriate to the specialization	

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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
SHS Teacher III (Sports)	13	Php 31,320	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the fields under the Track	2 years relevant teaching /industry work experience	4 hours of training relevant to the courses in the Strand	
SHS Teacher III (Arts and Design)	13	Php 31,320	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 18 units of specialization in the relevant subject	2 years relevant teaching /industry work experience	4 hours of training relevant to the courses in the Track	

**b. 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> </ul> </li> </ul>

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Key Result Area/s	Duties and Responsibilities
	<ul style="list-style-type: none"> <li>○ note taking skills</li> <li>○ 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>

**c. Documentary Requirements**

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

**LEONARDO M. BALALA, CESE**  
 Schools Division Superintendent

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- iii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iv. Photocopy of valid and updated PRC License;
- v. Photocopy of Certificate of Ratings;
- vi. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- ix. Photocopy of Certificate of Relevant Trainings, Awards, Recognitions, and/or Outstanding Accomplishments taken/received/conducted after the last promotion; and
- x. 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).

4. 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>

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

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6. Submission of application documents shall be through school/cluster AOII.
7. Conduct of comparative assessment such as document review and behavioral event interviewing school HRMPSB (SHS).
8. The following shall be the timelines for the recruitment and selection:

<b>Activity</b>	<b>Schedule</b>	<b>Person Responsible</b>
Deadline of Submission of Application Documents to schools/cluster AOII	July 17, 2023	Applicant, School/Cluster AOII
Initial Evaluation of Documents of Applicants	July 17-19, 2023	AOII
Conduct of Behavioral Event Interviewing (BEI)	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	July 31, 2023	AOII
Review and Final Deliberation of Division HRMPSB	August 1-4 2023	HRMPSB and HRMPSB Secretariat
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent		HRMPSB

9. 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.
10. 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.

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11. In addition, school/district HRMPSB shall accept application from all applicants regardless of their present school/district assignments and shall ensure that they shall be included in all recruitment and selection process and in the school/district comparative assessment.
12. 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.
13. 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.
14. 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.
15. 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- submission of application documents for senior high school teacher ii  
and teacher iii positions  
0000/July 03, 2023

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