



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

Office of Schools Division
 Superintendent

30 Aug 2023

DIVISION MEMORANDUM
 OSDS No. **113**, 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	10	OSEC-DECSB-TCH2-840339-2021	TUPI 3
		OSEC-DECSB-TCH2-841642-2017	POLOMOLOK 2
		OSEC-DECSB-TCH2-840380-2018	POLOMOLOK 3
		OSEC-DECSB-TCH2-840016-2014	POLOMOLOK 4
		OSEC-DECSB-TCH2-840404-2021	POLOMOLOK 5
		OSEC-DECSB-TCH2-841605-2017	TANTANGAN 2
		OSEC-DECSB-TCH2-840395-2021	TBOLI 1
		OSEC-DECSB-TCH2-840054-2014	SURALLAH 1
		OSEC-DECSB-TCH2-840552-2020	SURALLAH 1
		OSEC-DECSB-TCH2-840293-2011	BANGA 1
Secondary Teacher II	1	OSEC-DECSB-TCH2-840240-2015	POBLACION POLOMOLOK NHS

Teacher III

Position Title	No	Plantilla Item No.	Plantilla / School / District Assignment
Elementary Teacher III	11	OSEC-DECSB-TCH3-840376-2011	TAMPAKAN I
		OSEC-DECSB-TCH3-840085-2010	TANTANGAN 1

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



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Position Title	No	Plantilla Item No.	Plantilla / School / District Assignment
		OSEC-DECSB-TCH3-840296-2017	NORALA 3
		OSEC-DECSB-TCH3-840378-2015	TBOLI 5
		OSEC-DECSB-TCH3-840297-2017	TUPI 2
		OSEC-DECSB-TCH3-840554-2020	TUPI 3
		OSEC-DECSB-TCH3-840342-2014	SURALLAH 1
		OSEC-DECSB-TCH3-840340-2003	SURALLAH 3
		OSEC-DECSB-TCH3-840532-2020	STO. NIÑO 1
		OSEC-DECSB-TCH3-840452-2018	POLOMOLOK 1
		OSEC-DECSB-TCH3-840289-2003	POLOMOLOK 3
Secondary Teacher III	4	OSEC-DECSB-TCH3-840021-2007	PANAY NHS
		OSEC-DECSB-TCH3-840167-2011	BENTUNG SULIT NHS
		OSEC-DECSB-TCH3-840041-2007	STO. NIÑO NHS
		OSEC-DECSB-TCH3-840750-2003	

b. CSC Minimum Qualification

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Teacher II (Elementary & JHS)	12	Php 29,165	Elementary : Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education JHS Bachelor of Secondary Education (BSEd) or	1 year of relevant experience	None Required	RA 1080 (Teacher)

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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			Bachelor's degree plus 18 professional units in Education with appropriate major			
Teacher III (Elementary and Secondary)	13	Php 31,320	Elementary : Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education JHS Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years of relevant Experience	None Required	RA 1080 (Teacher)

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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"> • Develop daily lesson plans/learning logs and instructional materials to adapt the curriculum to the needs of the learners • Provide both individualized and group instruction in all classes assigned as teaching load for the current school year • Facilitate three engaging lessons with the help of ICT every quarter (total of 12 ICT lessons for the whole school year) (if applicable) • Hold demonstration teaching lessons in class once every grading period. Four lesson observations focusing on: <ul style="list-style-type: none"> ○ higher order thinking skills ○ note taking skills ○ study skills • Retention skills
Pupils/Students Outcomes	<ul style="list-style-type: none"> • Administer group teacher-made and standardized tests set by the Region/Division/School for the current school year • 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
Community Involvement	<ul style="list-style-type: none"> • Communicate regularly with parents (in writing or through conferences) to discuss learner's progress and the current school program for learning • Facilitate the improvement of identified gaps in learning through a regular tutorial with the help of parent volunteers • Provide seminars to parents on enhancing student learning
Professional Growth and Development	<ul style="list-style-type: none"> • Attend teacher training or seminar to improve teaching competency at least twice a year • Facilitate professional development workshops/talks/seminars for other teachers at least once every semester • Collaborate with fellow teachers, the School Head or the appropriate authority to develop the method by which the teacher will be evaluated
Advisory Class Management	<ul style="list-style-type: none"> • Decrease average rate of absenteeism • Decrease incidents of students going to the guidance office

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Conduct health (physical, emotional, mental) monitoring every quarter

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;
- 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:

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Criteria	Breakdown of Points
Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

3. Pertinent papers of applicants shall include table of contents, should be properly **earmarked** and **sequentially arranged**.
4. Deadline of submission of application documents will be on September 15, 2023 through school/district AOII.
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/district AOII	September 15, 2023	Applicant, School/Cluster AOII
Initial Evaluation of Documents of Applicants	To be announced by district/school	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	September 21, 2023	AOII

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ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
individual assessment form) from schools/district to SDO		
Review and Final Deliberation of Division HRMPSB	To be announced	HRMPSB and HRMPSB Secretariat
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent		HRMPSB and HRMPSB Secretariat

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. Applicants are advised to submit one (1) set of pertinent documents. In addition, kindly access this link bit.ly/SDOSC-ORF-NTPA-HRMPSB for your online registration.

9. 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.

10. 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.

11. 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.

12. 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.

13. For more information and inquiry, personnel concerned may contact Nerie H. Tresbe, AO IV – OIC Personnel Section at 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.

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14. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT EMPLOYMENT HIRING

NHT/DM- notice of vacancy for elementary and junior high school teacher ii and
teacher iii
0000/August 30, 2023

