



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

**Office of the Schools Division
 Superintendent**

16 Nov 2023

DIVISION MEMORANDUM
 OSDS No. **160**, s. 2023

**NOTICE OF VACANCY FOR HEAD TEACHER II AND HEAD TEACHER III FOR
 ELEMENTARY AND SECONDARY**

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

Position Title	Plantilla Item No.	Plantilla Assignment
One (1) Head Teacher II (Elementary)	OSEC-DECSB-HTEACH2-840461-2022	Division of South Cotabato Elementary
One (1) Head Teacher III (Elementary)	OSEC-DECSB-HTEACH3-840007-2003	Division of South Cotabato Elementary
One (1) Head Teacher III (Secondary)	OSEC-DECSB-HTEACH3-840039-2003	Division of South Cotabato Surallah NHS

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Head Teacher III (Secondary)	16	Php 39,672.00	Bachelor of Elementary Education (BEED) or Bachelor's degree with	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or	24 hours relevant training	RA 1080 (Teacher)

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



Address: Alunan Avenue, Koronadal City, South Cotabato
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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			at least 18 professional units in Education; with appropriate field of specialization	Teacher for 5 years		
Head Teacher III (Elementary)	16	Php 39,672.00	Bachelor of Elementary Education (BEED) or Bachelor's degree with at least 18 professional units in Education	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher II (Elementary)	15	Php 36,619.00	Bachelor of Elementary Education (BEE) or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	Head Teacher for 1 year or Teacher-In-Charge for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)

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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 • Identified qualified teachers for promotion at the end of school year

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. Attached the following documents to the application letter and sent to the address below:

b. Documentary Requirements

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

LEONARDO M. BALALA, CESE

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Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Career Service (Subprofessional)/First Level Eligibility/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 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 007, 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.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“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 Position**. The following is the point system for Evaluative Assessment for School Administration Positions:

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Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100

3. The deadline for submission of pertinent documents shall be on **December 15, 2023** at the Division Office. No pertinent papers shall be accepted thereafter.
4. 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.
5. **Applicants** are advised to submit **One (1) Set** of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for your online registration.
6. 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.
7. 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.
8. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.

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9. 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:

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- notice of vacancy for head teacher ii and head teacher iii for elementary and secondary/November 16, 2023

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