



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
 Superintendent**

**10 Nov 2023**

DIVISION MEMORANDUM  
 OSDS No. **162**, s. 2023

**NOTICE OF VACANCY FOR ELEMENTARY AND  
 JUNIOR HIGH SCHOOL 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**

**Teacher III**

Position Title	No	Plantilla Item No.	Plantilla / School / District Assignment
Elementary Teacher III	3	OSEC-DECSB-TCH3-840241-2003	Tupi 2
		OSEC-DECSB-TCH3-840234-2003	Tupi 1
		OSEC-DECSB-TCH3-840130-2003	Banga 2
Secondary Teacher III	3	OSEC-DECSB-TCH3-840147-2011	Banga NHS
		OSEC-DECSB-TCH3-840430-2018	Noralala NHS
		OSEC-DECSB-TCH3-840749-2003	Sto. Nino NHS

**b. CSC Minimum Qualification**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Teacher III (Elementary & JHS)	13	Php 31,320	<b>Elementary</b> Bachelor of Elementary	2 years of relevant experience	None Required	RA 1080 (Teacher )

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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			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			

**c. Duties and Responsibilities**

Duties and Responsibilities of 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>○ 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;
- 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;

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- 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.

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

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	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
<b>TOTAL</b>	<b>100</b>

3. Application documents shall be submitted to the Schools/District where the vacancy exist on or before November 27, 2023. No pertinent papers shall be accepted thereafter.

4. The 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).

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5. 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	November 27, 2023	Applicants, School/Cluster AOII
Conduct of Behavioral Event Interviewing (BEI) and Written Exam	To be arranged by the School/District	School/ District HRMPSB/Applicants
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 accomplished individual assessment form) to SDO	December 13, 2023	School/Cluster AOII

6. 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.

7. Applicants are advised to access this link <https://bit.ly/SDOSCOOnlineRegistrationofApplicants> for online registration.

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. 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.

10. 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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11. 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 iii  
0000/November 10, 2023

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