



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

Office of the Schools Division
Superintendent

12 Feb 2024

DIVISION MEMORANDUM
OSDS No. **021**s. 2024

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

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

- This is to announce the following vacant positions:
 - Position Title:** Teacher II and Teacher III

b. Position Details

Teacher II

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL / DISTRICT ASSIGNMENT
Teacher II Elementary	34	OSEC-DECSB-TCH2-840345-2022	LAKE SEBU 3
		OSEC-DECSB-TCH2-841636-2017	BANGA 1
		OSEC-DECSB-TCH2-841629-2017	
		OSEC-DECSB-TCH2-840257-2003	BANGA 2
		OSEC-DECSB-TCH2-840334-2012	NORALA 1
		OSEC-DECSB-TCH2-840160-2003	
		OSEC-DECSB-TCH2-840606-2018	POLOMOLOK 1
		OSEC-DECSB-TCH2-840854-2021	POLOMOLOK 3
		OSEC-DECSB-TCH2-840262-2003	POLOMOLOK 4
		OSEC-DECSB-TCH2-840125-2003	



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL / DISTRICT ASSIGNMENT
		OSEC-DECSB-TCH2-840380-2021	
		OSEC-DECSB-TCH2-840276-2010	POLOMOLOK 5
		OSEC-DECSB-TCH2-840262-2015	
		OSEC-DECSB-TCH2-840122-2003	STO. NIÑO
		OSEC-DECSB-TCH2-840209-2003	SURALLAH 4
		OSEC-DECSB-TCH2-840222-2003	
		OSEC-DECSB-TCH2-840245-2003	SURALLAH 1
		OSEC-DECSB-TCH2-840379-2018	SURALLAH 2
		OSEC-DECSB-TCH2-840476-2020	SURALLAH 3
		OSEC-DECSB-TCH2-841637-2017	TAMPAKAN 1
		OSEC-DECSB-TCH2-841624-2017	
		OSEC-DECSB-TCH2-840382-2020	
		OSEC-DECSB-TCH2-840263-2003	TANTANGAN 1
		OSEC-DECSB-TCH2-840416-2021	
		OSEC-DECSB-TCH2-840833-2021	TBOLI 3
		OSEC-DECSB-TCH2-841723-2016	TBOLI 2
		OSEC-DECSB-TCH2-841611-2017	TUPI 1
		OSEC-DECSB-TCH2-840594-2018	
		OSEC-DECSB-TCH2-840119-2010	
		OSEC-DECSB-TCH2-840334-2018	
		OSEC-DECSB-TCH2-840595-2018	



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL / DISTRICT ASSIGNMENT
		OSEC-DECSB-TCH2-840148-2023	TUPI 2
		OSEC-DECSB-TCH2-841761-2016	
		OSEC-DECSB-TCH2-840345-2021	
Teacher II Secondary	10	OSEC-DECSB-TCH2-840654-2003	LAPUZ NHS
		OSEC-DECSB-TCH2-840322-2012	NORALA NHS
		OSEC-DECSB-TCH2-840266-2011	POLOMOLOK NHS
		OSEC-DECSB-TCH2-840240-2015	POBLACION POLOMOLOK NHS
		OSEC-DECSB-TCH2-841576-2016	BANGA NHS
		OSEC-DECSB-TCH2-840011-2014	BENTUNG SULIT NHS
		OSEC-DECSB-TCH2-840012-2014	
		OSEC-DECSB-TCH2-840532-2020	STO. NIÑO NHS
		OSEC-DECSB-TCH2-840285-2021	
		OSEC-DECSB-TCH2-840295-2018	

Teacher III

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL/ DISTRICT ASSIGNMENT
Teacher III Elementary	35	OSEC-DECSB-TCH3-840771-2018	BANGA 2
		OSEC-DECSB-TCH3-840208-2011	
		OSEC-DECSB-TCH3-840134-2003	BANGA 3
		OSEC-DECSB-TCH3-840114-2003	
		OSEC-DECSB-TCH3-840091-2014	LAKE SEBU 1



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL/DISTRICT ASSIGNMENT
		OSEC-DECSB-TCH3-840193-2011	
		OSEC-DECSB-TCH3-841562-2016	
		OSEC-DECSB-TCH3-840544-2020	LAKE SEBU 2
		OSEC-DECSB-TCH3-840796-2022	
		OSEC-DECSB-TCH3-840140-2003	NORALA 1
		OSEC-DECSB-TCH3-840144-2003	
		OSEC-DECSB-TCH3-840146-2003	
		OSEC-DECSB-TCH3-840304-2017	POLOMOLOK 3
		OSEC-DECSB-TCH3-840254-2003	POLOMOLOK 2
		OSEC-DECSB-TCH3-840612-2020	POLOMOLOK 4
		OSEC-DECSB-TCH3-840337-2017	
		OSEC-DECSB-TCH3-841630-2016	STO. NIÑO
		OSEC-DECSB-TCH3-840322-2003	
		OSEC-DECSB-TCH3-840367-2014	SURALLAH 1
		OSEC-DECSB-TCH3-840447-2012	SURALLAH 2
		OSEC-DECSB-TCH3-840361-2014	
		OSEC-DECSB-TCH3-840182-2003	SURALLAH 4
		OSEC-DECSB-TCH3-840435-2018	TAMPAKAN 2
		OSEC-DECSB-TCH3-840574-2021	
		OSEC-DECSB-TCH3-840459-2018	TAMPAKAN 3
		OSEC-DECSB-TCH3-840270-2003	



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL/DISTRICT ASSIGNMENT
		OSEC-DECSB-TCH3-840247-2003	TUPI 1
		OSEC-DECSB-TCH3-840737-2018	
		OSEC-DECSB-TCH3-840546-2020	
		OSEC-DECSB-TCH3-840227-2003	
		OSEC-DECSB-TCH3-840212-2003	
		OSEC-DECSB-TCH3-840356-2014	
		OSEC-DECSB-TCH3-840276-2003	TBOLI 3
		OSEC-DECSB-TCH3-840323-2003	TANTANGAN 2
		OSEC-DECSB-TCH3-840262-2003	
Teacher III Secondary	6	OSEC-DECSB-TCH3-840090-2009	UPPER KLINAN NHS
		OSEC-DECSB-TCH3-840532-2018	SILWAY 8 NHS
		OSEC-DECSB-TCH3-840443-2012	NORALA NHS
		OSEC-DECSB-TCH3-840566-2020	BENTUNG SULIT NHS
		OSEC-DECSB-TCH3-840040-2007	STO. NIÑO NHS
		OSEC-DECSB-TCH3-840724-2003	LIBERTAD NHS

c. CSC Qualification Standards

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Teacher II (Elementary & Secondary)	12	Php 29,165	Elementary Bachelor of Elementary Education (BEEd) or	1 year of relevant experience	None Required	RA 1080 (Teacher)



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			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			
Teacher III (Elementary & 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	1 year of relevant experience	None Required	RA 1080 (Teacher)



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			Education with appropriate major			

d. 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



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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 • Conduct health (physical, emotional, mental) monitoring every quarter

e. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
 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 the Latest Appointment;
- vii. Photocopy of duly signed Service Records;
- viii. Photocopy of Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent (attached whole document of IPCRF));
- ix. Photocopy of Certificate of Relevant Trainings, Awards, Recognitions, and/or Outstanding Accomplishments taken/received/conducted after the last promotion;
- 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); and



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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

- xi. 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.

Pertinent papers of applicants shall include table of contents, should be properly **emarked** 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
TOTAL	100

3. 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 (Secondary).

4. 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. No pertinent papers shall be accepted thereafter.	February 28, 2024	Applicants, School/Cluster AOII
Conduct of Behavioral Event Interviewing (BEI) and Written Exam, Open Ranking	To be arranged by the School/District	School/ District or School HRMPSB/ Applicants
Submission of District/School Comparative Pre-assessment, application documents, and other means of verification to support	March 6, 2024	School/Cluster AOII



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph

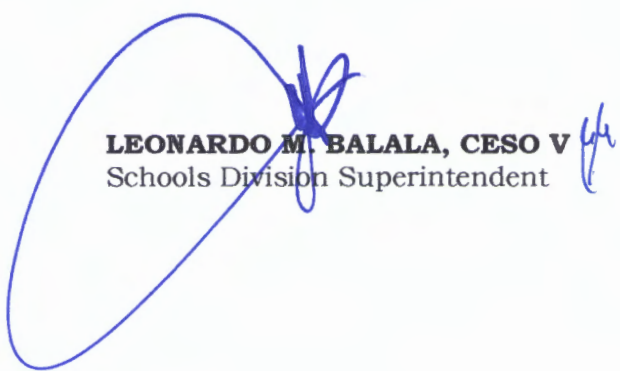


Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
the conduct of activity (attendance, interview rating sheet, minutes of interview and deliberation and accomplished individual assessment form and other forms) to SDO for final assessment.		

5. 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.
6. Applicants are advised to access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for online registration.
7. 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.
8. 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.
9. 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.
10. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
 Schools Division Superintendent



Encl.: None
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

RECRUITMENT EMPLOYMENT HIRING



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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

NHT/DM- notice of vacancy for elementary and junior high school teacher ii and
teacher iii
0000/February 12, 2024



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083) 228-3801
Email Address: south.cotabato@deped.gov.ph