



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

13 May 2024

DIVISION MEMORANDUM
OSDS No. **084**, s. 2024

NOTICE OF VACANCY FOR SCHOOL PRINCIPAL II

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

1. This is to announce the vacant position/s:

a. Position Details

Position Title	No.	Plantilla Item No.	Plantilla/School/Place of Assignment
School Principal II (Secondary)	1	OSEC-DECSB-SP2-840091-2010	Schools Division of South Cotabato -Lamian NHS

b. CSC Qualification Standards

Position Title	School Principal II (Secondary)
Salary Grade	20
Basic Monthly Salary	Php 57, 347.00
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	1 year as Principal
Training	40 hours of relevant experience
Eligibility	RA 1080 (Teacher)

c. Duties and Responsibilities

Provide basic education to learners, sets the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, monitors and assesses the school curriculum and is accountable for higher learning outcomes.



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



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Instructional Leadership	<ol style="list-style-type: none"> 1. Lead in the preparation, completion and submission of the following documents: <ol style="list-style-type: none"> a. School Year Instructional Supervisory Plan; b. Monthly Supervisory Plans; c. Annual Implementation Plan (AIP); d. Monthly & Year-End Accomplishment Report; and e. School Report Card 2. Implement the Monthly Instructional Supervisory Plan. 3. Provide resources and supplies for Instructional Materials (IMs) to teacher per quarter through MOOE funds to achieve higher learning outcomes.
Learning Environment	<ol style="list-style-type: none"> 1. Increase/Maintain the following: <ol style="list-style-type: none"> a. GWA b. Enrollment Rate c. Completion Rate d. Graduation Rate e. Promotion Rate 2. Decrease/Maintain the following: <ol style="list-style-type: none"> a. Drop-out Rate b. Retention Rate c. Non-numerate d. Non-readers e. Severely wasted 3. Maintain safe and conducive to learning environment, such as: <ol style="list-style-type: none"> a. Adhere to the child-friendly learning environment and implement health protocols b. Provide ICT facilities c. Establish school-based DRRM Plan d. Implement gender-sensitive school facilities e. Establish Brigada Kontra Droga Program/National Drug Education Program (NDEP) but not limited to the aforementioned undertakings. 4. Lead in the maximum utilization of Instructional Learning Materials from: <ol style="list-style-type: none"> a. Learning Resources (text based & non-text based) b. Learning resources management and development system (LRMDS) portal c. Offline portal d. Library resources



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Human Resource Management and Development	1. Initiate in the assessment of training needs of teachers based form E-SAT/TSNA. 2. Facilitate the conduct of School's in-Service Trainings (INSETs) and School Learning Action Cell (SLAC) Sessions. 3. Support the Professional and Personal enhancement of teachers
Parents' Involvement and Community Partnerships	1. Establish linkages with external stakeholders in organizing and implementing school projects/programs/activities such as: <ol style="list-style-type: none"> a. Oplan-Balik Eskwela b. Brigada Eskwela c. PEACE Education Program d. Gulayan sa Paaralan e. SWM f. Feeding Program g. Outreach Program h. Community Project i. Family Day j. School Based Initiated PPAs <p><i>But not limited to the aforementioned school activities/programs/projects.</i></p> 2. Strengthen the communication system to inform stakeholders of school accomplishments, concerns and issues during: <ol style="list-style-type: none"> a. Preparation of SIP/AIP b. SOSA c. School MEPA d. PTA General Assembly e. Parents-Teacher Conference f. SGC Meeting <p><i>But not limited to the aforementioned school activities/programs/projects observing/IATF protocols</i></p> 3. Promote welfare and recognized accomplishments of stakeholders.
School Leadership Management Operations	1. Lead in the conduct of implementation Reviews of SIP/AIP. 2. Utilize judiciously the school MOOE to satisfy <u>mandated obligations and met priorities.</u> 3. Mediate and ensured resolution of conflicts in school. 4. Update relevant school documents to increase/maintain SBM level of practice.
Other	1. Serve as Municipal/District/Area Coordinator.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Functions	2. Serve as speakers/resource person/discussant in trainings/seminars/workshops outside his/her station. 3. Contribute innovations/writer etc. of SLM/LAS adopted by the department. 4. Conduct Action Research to improve learner's performance. <i>But not limited to the aforementioned other functions</i>

d. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
 Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of valid and updated PRC License/ID;
- iv. Photocopy of Certificate of Eligibility/Report of Rating;
- v. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- vi. Photocopy of Certificate/s of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of latest appointment, if applicable;
- ix. Photocopy of Performance Ratings in the last rating period(s) covering (1) year performance in the current position prior to deadline of submission;
- x. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the 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;
- xi. Other documents that can be used as means of verification such as but not limited to:
 - 1. Outstanding Accomplishments, (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
 - 2. Application of Education;
 - 3. Application of Learning and Development; and



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4. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item d (ix) is not relevant to the position to be filled.
- xii. When the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school, if applicable;

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

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 Positions**. The following is the point system for Evaluative Assessment for School Administration Positions:

Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	15
TOTAL	100

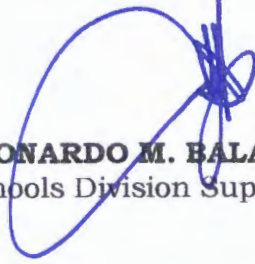
3. Application documents shall be submitted to the Schools Division Office on or before **May 29, 2024**. No pertinent papers shall be accepted thereafter.
4. Applicants shall be notified of the conduct of the activities in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
5. 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.
6. 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.



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7. For any inquiries, please contact Nerie H. Tresbe, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
8. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: Annex C: Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity, and Data Privacy Consent

Reference: As stated

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

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- notice of vacancy for school principal ii
0000/May 13, 2024

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.