



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

10 May 2024

DIVISION MEMORANDUM  
OSDS No. **085**, s. 2024

NOTICE OF VACANCY FOR SENIOR HIGH SCHOOL TEACHER II AND III

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 following vacant position/s:

**a. Position Details**

**Teacher III**

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher III SHS	9	OSEC-DECSB-TCH3-840157-2017	TANTANGAN
		OSEC-DECSB-TCH3-840784-2022	TBOLI
		OSEC-DECSB-TCH3-841044-2016	STO. NIÑO
		OSEC-DECSB-TCH3-840167-2017	TAMPAKAN
		OSEC-DECSB-TCH3-840637-2020	
		OSEC-DECSB-TCH3-841027-2016	TUPI
		OSEC-DECSB-TCH3-840267-2021	SURALLAH
		OSEC-DECSB-TCH3-840769-2022	NORALA
OSEC-DECSB-TCH3-841036-2016	BANGA		

**Teacher II**

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher II SHS	16	OSEC-DECSB-TCH2-841843-2017	POLOMOLOK
		OSEC-DECSB-TCH2-840626-2022	
		OSEC-DECSB-TCH2-840149-2021	
		OSEC-DECSB-TCH2-841841-2017	TAMPAKAN
		OSEC-DECSB-TCH2-840675-2022	NORALA
		OSEC-DECSB-TCH2-841254-2016	TUPI
OSEC-DECSB-TCH2-841838-2017			



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POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher II SHS		OSEC-DECSB-TCH2-841239-2016	STO. NINO
		OSEC-DECSB-TCH2-841226-2016	
		OSEC-DECSB-TCH2-841302-2016	
		OSEC-DECSB-TCH2-841288-2016	TBOLI
		OSEC-DECSB-TCH2-841310-2016	
		OSEC-DECSB-TCH2-841176-2016	SURALLAH
		OSEC-DECSB-TCH2-840674-2022	
		OSEC-DECSB-TCH2-841300-2016	TANTANGAN
	OSEC-DECSB-TCH2-841284-2016	BANGA	

**b. CSC Qualification Standards**

**Teacher III**

<b>Position Title</b>	SHS Teacher III-Academics
<b>Salary Grade</b>	13
<b>Basic Monthly Salary</b>	Php 31, 320.00
<b>Education</b>	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in the relevant strand/subject
<b>Experience</b>	1 year of relevant teaching/industry work experience
<b>Training</b>	4 hours of training relevant to the subject area of specialization
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

<b>Position Title</b>	SHS Teacher III-TVL
<b>Salary Grade</b>	13
<b>Basic Monthly Salary</b>	Php 31, 320.00
<b>Education</b>	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization
<b>Experience</b>	1 year of relevant teaching or 1 year of relevant industry work experience
<b>Training</b>	At least NC* II + TMC** I *Appropriate to the specialization
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the



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	date of first hiring
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<b>Position Title</b>	SHS Teacher III-Sports
<b>Salary Grade</b>	13
<b>Basic Monthly Salary</b>	Php 31, 320.00
<b>Education</b>	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the fields under the Track
<b>Experience</b>	2 years relevant teaching/industry work experience
<b>Training</b>	4 hours of training relevant to the courses in the Strand
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

<b>Position Title</b>	SHS Teacher III-Arts and Design
<b>Salary Grade</b>	13
<b>Basic Monthly Salary</b>	Php 31, 320.00
<b>Education</b>	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 18 units of specialization in the relevant subject
<b>Experience</b>	2 years relevant teaching/industry work experience
<b>Training</b>	4 hours of training relevant to the courses in the Track
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

**Teacher II**

<b>Position Title</b>	SHS Teacher II-Academics
<b>Salary Grade</b>	12
<b>Basic Monthly Salary</b>	Php 29, 165.00



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



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<b>Education</b>	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

<b>Position Title</b>	SHS Teacher II-TVL
<b>Salary Grade</b>	12
<b>Basic Monthly Salary</b>	Php 29, 165.00
<b>Education</b>	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization
<b>Experience</b>	6 months or relevant teaching or 6 months of industry work experience
<b>Training</b>	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

<b>Position Title</b>	SHS Teacher II-Sports
<b>Salary Grade</b>	12
<b>Basic Monthly Salary</b>	Php 29, 165.00
<b>Education</b>	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track
<b>Experience</b>	1 year relevant teaching/industry work experience
<b>Training</b>	4 hours of training relevant to the courses in the Strand
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

<b>Position Title</b>	SHS Teacher II-Arts and Design
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<b>Salary Grade</b>	12
<b>Basic Monthly Salary</b>	Php 29, 165.00
<b>Education</b>	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject
<b>Experience</b>	1 year relevant teaching/industry work experience
<b>Training</b>	4 hours of training relevant to the courses in the Track
<b>Eligibility</b>	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

**c. Duties and Responsibilities**

Duties and Responsibilities of Teacher II and Teacher III

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
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> <li>○ study skills</li> <li>○ retention skills</li> </ul> </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>



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
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 **specifying desired SHS Track** and address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESO V**  
 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 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. Portfolio/Photocopy of Certificate of Specialized/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



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- xi. Photocopy of Classroom Observation Tool (COT) for the last school year indicating general weighted average.
- xii. 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 **earmarked** and **sequentially arranged**. Also, make sure to **indicate the SHS Track applied for** at the cover page.

2. Please be guided that as per DM OUHROD-2023-0922, **Omnibus Clarification and Guidance on DepEd Order No. 007. S. 2023 and Other Matters on Hiring Arrangements of Teachers**, consistent with the foregoing, the promotional provision in Section 2 under Part II (Scope) of DepEd Order No. 3, s. 2016 shall apply which states that for applicants who are already teaching with DepEd either in elementary or junior high school (JHS), DepEd Order No. 66, s. 2007 on the “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions” shall apply except for “Part III. Computation points” of said DepEd Order. “Part VII. Evaluation Criteria and Computation of Points” of this Order shall apply instead.”

CRITERIA	Academic and Core Subjects	TVL Groups IV-A, IV-B, IV-C and IV-D	Arts and Design Group V	Sports Group VI
	Groups I-A, I-B, I-C, I-D, II, III-A and III-B			
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

3. Applicants must submit pertinent documents to the School/District Administrative Officers where the vacancy exists on or before **May 23, 2024**. Administrative Officers shall prepare the Initial Evaluation Result (IER) and consolidate all applications at the municipal level. All application documents including BEI reports shall be submitted to the Schools Division Office on or before May 29, 2024. No pertinent papers shall be accepted thereafter.



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4. The pre-assessment activities, including document review and behavioral event interviewing will be conducted by the cluster/district HRMPSB in coordination with the Municipal Secondary Cluster Head and PSDS.

5. The following shall be the timelines for the recruitment and selection:

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
<b>Deadline of Submission of Application Documents to schools/cluster AOII.</b> No pertinent papers shall be accepted thereafter.	May 23, 2024	Applicants, School/ District Cluster AOII
Preparation of IER, conduct of Behavioral Event Interviewing (BEI)	To be arranged by the Secondary Cluster Heads and PSDS	Cluster/District HRMPSB/ PSDS/ Secondary Cluster Head/AO II/Applicants
Submission of District/School Comparative Pre-assessment, application documents, and other means of verification to support the conduct of activity (such as but not limited to attendance, interview rating sheet, minutes of interview and deliberation and accomplished individual assessment form and other forms) to SDO for final assessment.	May 29, 2024	District/Cluster AOII

6. Applicants will be notified of the conduct of the activities or any changes in the recruitment and selection activities via email, mobile/telephone, or through social media messaging.

7. This division practices Equal Employment Opportunity Principle and 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 of the recruitment and selection process, HRMPSB, may adopt remote modalities such as Microsoft Teams, for recruitment and selection, as deemed practicable and applicable.

9. 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.



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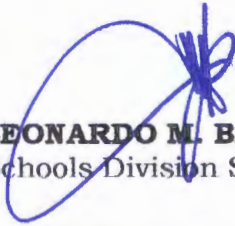




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10. Immediate dissemination of this memorandum is desired.

  
**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

NHT/DM- notice of vacancy for senior high school teacher ii and iii  
0000/May 10, 2024

**CHECKLIST OF REQUIREMENTS**

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

Application Code: \_\_\_\_\_

	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.