



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
 Superintendent**

**15 Jul 2024**

DIVISION MEMORANDUM  
 OSDS No. **119**, s. 2024

**NOTICE OF VACANCY FOR ELEMENTARY HEAD TEACHER I  
 AND HEAD TEACHER 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 following vacant positions:

**a. Position Details**

| POSITION TITLE          | NO | PLANTILLA ITEM NO.             | PLACE OF ASSIGNMENT   |
|-------------------------|----|--------------------------------|-----------------------|
| Head Teacher I<br>ELEM  | 2  | OSEC DECSB HTEACH1 840013-2016 | SDO<br>South Cotabato |
|                         |    | OSEC-DECSB-HTEACH1-840091-2020 | SDO South<br>Cotabato |
| Head Teacher II<br>ELEM | 5  | OSEC-DECSB-HTEACH2-840143-2003 | SDO South<br>Cotabato |
|                         |    | OSEC-DECSB-HTEACH2-840462-2022 | SDO South<br>Cotabato |
|                         |    | OSEC-DECSB-HTEACH2-840145-2003 | SDO South<br>Cotabato |
|                         |    | OSEC-DECSB-HTEACH2-840036-2021 | SDO South<br>Cotabato |
|                         |    | OSEC-DECSB-HTEACH2-840136-2003 | SDO South<br>Cotabato |

**b. CSC Qualification Standards**

|                             |  |
|-----------------------------|--|
| <b>Position Title</b>       | Head Teacher 1   |
| <b>Salary Grade</b>         | 14   |
| <b>Basic Monthly Salary</b> | Php 33,843.00  |
| <b>Education</b>            | Bachelor's degree in Elementary Education; or<br>Bachelor's degree w/ 18 professional education<br>units |
| <b>Experience</b>           | Teacher-In-Charge for 1 year; or Teacher for 3<br>years  |



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>Training Eligibility</b> | 24 hours relevant training<br>RA 1080 (Teacher) |
|-----------------------------|---|

|                             |   |
|-----------------------------|---|
| <b>Position Title</b>       | Head Teacher II   |
| <b>Salary Grade</b>         | 15  |
| <b>Basic Monthly Salary</b> | Php 36, 619.00  |
| <b>Education</b>            | Bachelor's degree in Elementary Education; or<br>Bachelor's degree w/ 18 professional education units |
| <b>Experience</b>           | HT for 1 year; TiC for 1 year, or Teacher for 4 years   |
| <b>Training Eligibility</b> | 24 hours relevant training<br>RA 1080 (Teacher)   |

**c. Duties and Responsibilities**

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"> <li>Planned and organized SBM by April of every school year</li> <li>Assisted in the formulation and implementation of the SBM within target date</li> </ul>  |
| School Curriculum Monitoring and Evaluation Plan | <ul style="list-style-type: none"> <li>Monitored teachers</li> <li>Evaluated the teaching-learning process based on results</li> </ul>   |
| School Resource Management                       | <ul style="list-style-type: none"> <li>Monitored the maximum use of resource materials</li> <li>Coordinated with stakeholders in the acquisition of learning materials, resources and equipment within target date</li> <li>Effected judiciously the use of school facilities and supply materials within the rating period</li> </ul> |
| Human Resource Management                        | <ul style="list-style-type: none"> <li>Conducted School-Based INSET based on Training and Support Needs Analysis</li> <li>Increased teacher performance at the end of every semester</li> </ul>  |
| Special Tasks – Assignment                       | <ul style="list-style-type: none"> <li>Established support and cooperation of all stakeholders</li> <li>Identified qualified teachers for promotion at the end of school year</li> </ul>   |



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**d. Documentary Requirements**

- i. Letter of intent address 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 valid and updated PRC License/ID.
- iv. Photocopy of Certificate 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 the Latest Appointment;
- vii. Photocopy of duly signed Service Records;
- viii. Photocopy of Performance Rating covering (1) year performance in the current or previous job or position relevant to the position;
- ix. Photocopy of Certificate of Relevant Trainings, acquired after the last promotion but within the last five (5) years;
- 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 007, s. 2023:Annex C, downloadable at <https://depedsouthcotabato.org/>;
- xi. 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.



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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. 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:

| 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                  |
| <b>Total</b>                               | <b>100</b>          |

3. The deadline for submission of pertinent documents shall be on **July 31, 2024** at the Schools 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 access this link <https://bit.ly/SDOSCOOnlineRegistrationofApplicants> for 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 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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9. 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 elementary head teacher i and teacher ii  
0000/July 15, 2024