



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

Office of the Schools Division
Superintendent

10 Sep 2024

DIVISION MEMORANDUM
OSDS No. **155**, 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 II

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher II SHS	16	OSEC-DECSB-TCH2-840392-2023	BANGA
		OSEC-DECSB-TCH2-841817-2017	
		OSEC-DECSB-TCH2-841871-2016	
		OSEC-DECSB-TCH2-840664-2022	NORALA
		OSEC-DECSB-TCH2-840592-2020	
		OSEC-DECSB-TCH2-840648-2022	
		OSEC-DECSB-TCH2-841174-2016	POLOMOLOK
		OSEC-DECSB-TCH2-841274-2016	
		OSEC-DECSB-TCH2-840860-2017	STO. NINO
		OSEC-DECSB-TCH2-840350-2019	
		OSEC-DECSB-TCH2-841175-2016	SURALLAH
		OSEC-DECSB-TCH2-840667-2022	
		OSEC-DECSB-TCH2-840859-2017	TAMPAKAN
		OSEC-DECSB-TCH2-841222-2016	
OSEC-DECSB-TCH2-841245-2016	TUPI		
OSEC-DECSB-TCH2-841183-2016			



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Teacher III

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher III SHS	4	OSEC-DECSB-TCH3-840563-2020	BANGA
		OSEC-DECSB-TCH3-840272-2021	POLOMOLOK
		OSEC-DECSB-TCH3-840787-2022	TAMPAKAN
		OSEC-DECSB-TCH3-840640-2020	TUPI

b. CSC Qualification Standards

Teacher III

Position Title	SHS Teacher III-Academics
Salary Grade	13
Basic Monthly Salary	Php 32, 870.00
Education	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
Experience	1 year of relevant teaching/industry work experience
Training	4 hours of training relevant to the subject area of specialization
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

Position Title	SHS Teacher III-TVL
Salary Grade	13
Basic Monthly Salary	Php 32, 870.00
Education	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization
Experience	1 year of relevant teaching or 1 year of relevant industry work experience
Training	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring



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Position Title	SHS Teacher III-Sports
Salary Grade	13
Basic Monthly Salary	Php 32, 870.00
Education	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
Experience	2 years relevant teaching/industry work experience
Training	4 hours of training relevant to the courses in the Strand
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

Position Title	SHS Teacher III-Arts and Design
Salary Grade	13
Basic Monthly Salary	Php 32, 870.00
Education	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
Experience	2 years relevant teaching/industry work experience
Training	4 hours of training relevant to the courses in the Track
Eligibility	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

Position Title	SHS Teacher II-Academics
Salary Grade	12
Basic Monthly Salary	Php 30, 705.00
Education	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
Experience	None Required
Training	None Required
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring



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Position Title	SHS Teacher II-TVL
Salary Grade	12
Basic Monthly Salary	Php 30, 705.00
Education	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization
Experience	6 months or relevant teaching or 6 months of industry work experience
Training	At least NC* II + TMC** I <i>*Appropriate to the specialization</i>
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

Position Title	SHS Teacher II-Sports
Salary Grade	12
Basic Monthly Salary	Php 30, 705.00
Education	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
Experience	1 year relevant teaching/industry work experience
Training	4 hours of training relevant to the courses in the Strand
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

Position Title	SHS Teacher II-Arts and Design
Salary Grade	12
Basic Monthly Salary	Php 30, 705.00
Education	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
Experience	1 year relevant teaching/industry work experience
Training	4 hours of training relevant to the courses in the Track
Eligibility	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring



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c. 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 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



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	office <ul style="list-style-type: none"> • Conduct health (physical, emotional, mental) monitoring every quarter

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, General Weighted Average (GWA) 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
- 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.



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



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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
TOTAL	100	100	100	100

3. Applicants must submit pertinent documents to the School/District Administrative Officers where the vacancy exists on or before **September 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 September 25, 2024. No pertinent papers shall be accepted thereafter.

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
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ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Deadline of Submission of Application Documents to schools/cluster AOII. No pertinent papers shall be accepted thereafter.	September 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.	September 25, 2024	District/Cluster AOII
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	October 4, 2024	SDO HRMPSB

- 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.
- All qualified candidates are advised to apply, as the results of this comparative assessment may be used for upcoming vacancies.
- 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.
- 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.
- 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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II. 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/September 10, 2024