



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

03 Jan 2024

DIVISION MEMORANDUM  
OSDS No. **003**, s. 2024

NOTICE OF VACANCY FOR SPECIAL EDUCATION TEACHER I

To: Schools Division  
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.	School/District Assignment
SPET I	2	OSEC-DECSB-SPET1-840013-2013 OSEC-DECSB-SPET1-840035-2018	Surallah Central ES Surallah 3
	1	OSEC-DECSB-SPET1-840004-2015	Tupi Central ES Tupi 1
	1	OSEC-DECSB-SPET1-840012-2013	Lake Sebu Central ES Lake Sebu 1
	1	OSEC-DECSB-SPET1-840034-2018	Libertad NHS Surallah 3

b. **CSC Minimum Qualification**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
SPET I	14	Php 33,843	Bachelor's degree in Education with specialization in Special Education	Please refer below for additional requirements	Please refer below for additional requirements	RA 1080 (Teacher)



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Additional requirements for SPED elementary applicants (DepEd Order No.7, s.2015)

a. He/ she must possess any of the following qualifications:

Educational Qualification	Requirement
BSEEd- BS Special Education	With Specialization in SPED-Undergrad
BSEEd/BSSPEd	With 18 Units MA-SPED and 3 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd	With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd	With 12 units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating
BSEEd/BSE	With 9 units MA-SPED and 6 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd/BSE	With teaching experience in SPED or Inclusive Setting VS Performance Rating

In cases where applicants do not have the appropriate educational qualifications for SPED, they may still be evaluated but shall be categorized separately from those who have met the said requirements.

- b. He/she must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.
- c. A certification from the Principal that the applicant has had a Very Satisfactory performance rating for the last three (3) years must be submitted as part of the application.



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KEY RESULT AREA/S	OBJECTIVES
Teaching Learning Process	<ul style="list-style-type: none"><li>• Prepared lesson plans and daily logs of activities including appropriate, adequate, and updated instructional materials.</li><li>• Facilitated learning in the elementary and secondary schools through functional lesson plans, daily logs and innovative teaching strategies.</li><li>• Initiated discipline of students including classroom rules, guidelines, and individual and group tasks</li><li>• Monitored attendance, diversity, appreciation, safe, positive and motivating environment, overall physical atmosphere, cleanliness, and orderliness of classrooms including proper waste disposal.</li></ul>
Pupils/ Students Outcomes	<ul style="list-style-type: none"><li>• Monitored and evaluated and maintained pupils/students 'progress.</li><li>• Conducted remediation/enrichment programs to improve performance indicators.</li><li>• Maintained updated pupils/students' school records.</li><li>• Attained the required GSA for grade level and learning areas</li></ul>
Community Involvement	<ul style="list-style-type: none"><li>• Conducted regular/periodic PTA meetings/conferences.</li><li>• Visited parents of students needing academic monitoring/follow-up</li><li>• Undertaken/ initiated projects/events/activities with external funding/ sponsorship</li></ul>
Professional Growth and Development	<ul style="list-style-type: none"><li>• Conducted Action Research</li><li>• Participated in activities such as teachers' association</li> <li>• Produced publications/creative work for school paper/ division publication.</li><li>• Received special awards/citation/recognition for exemplary performance</li></ul>

a. **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;



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- vi. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- vii. Photocopy of Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- viii. Photocopy of Original and Latest Appointment;
- 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
- 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 001, s. 2023: Annex C.

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. 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
<b>TOTAL</b>	<b>100</b>

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:





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ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
<b>Deadline of Submission of Application Documents to schools/cluster AOII.</b> No pertinent papers shall be accepted thereafter.	<b>January 22, 2024</b>	<b>Applicants, School/Cluster AOII</b>
Conduct of Behavioral Event Interviewing (BEI) and Written Exam	To be arranged by the School/District	School/ District HRMPSB/Applicants
Submission of District/School Comparative Assessment, application documents, and other means of verification to support conduct of comparative assessment (interview rating sheet, minutes of interview and deliberation and accomplished individual assessment form) to SDO	January 26, 2024	School/Cluster AOII
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	January 29, 2024	HRMPSB

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. 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 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.



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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 special education teacher i  
0000/January 03, 2024