



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

09 Jan 2025

DIVISION MEMORANDUM  
OSDS No. **013**, s. 2025

NOTICE OF VACANCY FOR WATCHMAN I

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 |
|----------------|----|-------------------------------|---------------------|
| Watchman I     | 1  | OSEC-DECSB- WCHM1-840003-2003 | STO. NINO NSAT      |

**b. CSC Qualification Standards**

**Watchman I**

|                             |                            |
|-----------------------------|----------------------------|
| <b>Position Title</b>       | Watchman I                 |
| <b>Salary Grade</b>         | 2                          |
| <b>Basic Monthly Salary</b> | 14,372.00                  |
| <b>Education</b>            | Elementary School Graduate |
| <b>Experience</b>           | None Required              |
| <b>Training</b>             | None Required              |
| <b>Eligibility</b>          | None Required              |

**c. Documentary Requirements**

i. Letter of intent and address to the Schools Division Superintendent



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



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**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.

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.

1. Criteria for Evaluation to be used for the vacant position shall be **DepEd Order No. 66, s. 2007**.



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2. **Deadline for submission of pertinent documents: January 17, 2025**, no pertinent papers shall be accepted thereafter.
3. Date and Venue of Interview: To be announced.
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. 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.
7. For more information and inquiry, personnel concerned may contact Ma. Luz E. Estember, AO IV OIC Personnel Section at Messenger or at 083 228 3712 or at the Office of the Assistant Schools Division Superintendent.
8. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

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

EMPLOYMENT      HIRING  
RECRUITMENT

MLE/DM- notice of vacancy for watchman i  
0000/January 13, 2025