



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

Office of the Schools Division
Superintendent

28 Jan 2025

DIVISION MEMORANDUM
OSDS No. **019**, s. 2025

NOTICE OF VACANCY FOR HEAD TEACHER I, HEAD TEACHER II, HEAD
TEACHER III AND HEAD TEACHER IV

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 Title: Head Teacher IV, Head Teacher III, Head Teacher II and
Head Teacher I

b. Position Details

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Head Teacher III (Elementary)	1	OSEC-DECSB-HTEACH3-840004-2003	Elementary
Head Teacher II (Elementary)	2	OSEC-DECSB-HTEACH2-840141-2003	Elementary
		OSEC-DECSB-HTEACH2-840460-2022	Elementary
Head Teacher I (Elementary)	7	OSEC-DECSB-HTEACH1-840008-2009	Elementary
		OSEC-DECSB-HTEACH1-840093-2020	Elementary
		OSEC-DECSB-HTEACH1-840061-2022	Elementary
		OSEC-DECSB-HTEACH1-840004-2009	Elementary
		OSEC-DECSB-HTEACH1-840002-2009	Elementary
		OSEC-DECSB-HTEACH1-840102-2011	Elementary
		OSEC-DECSB-HTEACH1-840001-2017	Elementary
Head Teacher IV (Secondary)	1	OSEC-DECSB-HTEACH4-840110-2023	BANGA NHS
Head Teacher III (Secondary)	2	OSEC-DECSB-HTEACH3-840039-2003	SURALLAH NHS
		OSEC-DECSB-HTEACH3-840032-2003	BENTUNG SULIT NHS



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Head Teacher II (Secondary)	2	OSEC-DECSB-HTEACH2-840094-2020	COLONGULO NHS
		OSEC-DECSB-HTEACH2-840084-2023	EL NONOK IS
Head Teacher I (Secondary)	6	OSEC-DECSB-HTEACH1-840029-2016	TALISAY IS
		OSEC-DECSB-HTEACH1-840036-2016	NEW LAMBUNAO IS
		OSEC-DECSB-HTEACH1-840030-2016	SAN JOSE NHS
		OSEC-DECSB-HTEACH1-840007-2014	TANTANGAN NTHS
		OSEC-DECSB-HTEACH1-840019-2016	LIBERTY NHS
		OSEC-DECSB-HTEACH1-840037-2016	LACONON IS

c. CSC Qualification Standards:

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Head Teacher III (Elementary)	16	Php 43,560.00	Bachelor's degree in Elementary Education or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher II (Elementary)	15	Php 40,208.00	Bachelor's degree in Elementary Education or Bachelor's degree with at least 18 professional units in Education;	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)



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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			with appropriate field of specialization			
Head Teacher I (Elementary)	14	Php 37,024.00	Bachelor's degree in Elementary Education (or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher IV (Secondary)	17	Php 47,247.00	Bachelor's degree in Secondary Education or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher III (Secondary)	16	Php 43,560.00	Bachelor's degree in Secondary Education or Bachelor's	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)



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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
			degree with at least 18 professional units in Education; with appropriate field of specialization			
Head Teacher II (Secondary)	15	Php 40,208.00	Bachelor's degree in Secondary Education or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher I (Secondary)	14	Php 37,024.00	Bachelor's degree in Secondary Education or Bachelor's degree with at least 18 professional units in Education; with appropriate field of specialization	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)



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

The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and sent to the address below:

d. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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



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- 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 Certificate of Career Service (Subprofessional)/First Level Eligibility/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 Certificate of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. 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; and
- x. 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.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

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:



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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
Total	100

3. The deadline for submission of pertinent documents shall be on **February 7, 2025** at the 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. 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 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
8. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:



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EMPLOYMENT HIRING
RECRUITMENT

MLEE/DM- notice of vacancy for head teacher iv, head teacher iii, head teacher ii
and head teacher i
0000/January 28, 2025