



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. **026**, s. 2025

**NOTICE OF VACANCY FOR ELEMENTARY AND
 JUNIOR HIGH SCHOOL TEACHER II AND TEACHER 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 positions:

a. Position Details

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher II ELEM	8	OSEC-DECSB-TCH2-840339-2011	LAKE SEBU EAST
		OSEC-DECSB-TCH2-840357-2021	LAKE SEBU EAST
		OSEC-DECSB-TCH2-840590-2018	LAKE SEBU EAST
		OSEC-DECSB-TCH2-840275-2010	SURALLAH NORTH
		OSEC-DECSB-TCH2-840011-2015	TBOLI EAST
		OSEC-DECSB-TCH2-840471-2020	TBOLI EAST
6Teacher II JHS	1	OSEC-DECSB-TCH2-840414-2020	TBOLI WEST
		OSEC-DECSB-TCH2-840274-2021	TBOLI NHS

Teacher III

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher III ELEM	11	OSEC-DECSB-TCH3-840127-2003	BANGA EAST
		OSEC-DECSB-TCH3-840435-2015	LAKE SEBU EAST
		OSEC-DECSB-TCH3-840305-2017	POLOMOLOK EAST
		OSEC-DECSB-TCH3-840287-2003	POLOMOLOK EAST
		OSEC-DECSB-TCH3-840171-2011	POLOMOLOK WEST
		OSEC-DECSB-TCH3-840376-2021	STO. NINO
		OSEC-DECSB-TCH3-840451-2018	TAMPAKAN
		OSEC-DECSB-TCH3-840849-2022	TBOLI EAST



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POSITION TITLE	NO	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT
Teacher III JHS	2	OSEC-DECSB-TCH3-840894-2022	TBOLI WEST
		OSEC-DECSB-TCH3-840433-2012	PANAY NHS
		OSEC-DECSB-TCH3-840291-2017	UPPER KLINAN NHS

b. CSC Qualification Standards

Position Title	Teacher II
Salary Grade	12
Basic Monthly Salary	Php 32,245.00
Education	Elementary Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education JHS Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience	1 year of relevant experience
Training	None Required
Eligibility	RA 1080 (Teacher)

Position Title	Teacher III
Salary Grade	13
Basic Monthly Salary	Php 34,421.00
Education	Elementary Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education JHS Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience	2 years of relevant experience
Training	None Required
Eligibility	RA 1080 (Teacher)

c. Duties and Responsibilities

Duties and Responsibilities of Teacher II and Teacher III

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Teaching-	<ul style="list-style-type: none"> Develop daily lesson plans/learning logs and instructional



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Learning Process	<p>materials to adapt the curriculum to the needs of the learners</p> <ul style="list-style-type: none">• 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 office• Conduct health (physical, emotional, mental) monitoring every quarter

d. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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- 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 for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent (attached whole document of IPCRF));
- 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 007, s. 2023: Annex C, downloadable at <https://depedsouthcotabato.org/>

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
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Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

- The Conduct of comparative assessment such as but not limited to initial evaluation and behavioral event interviewing shall be conducted by the district HRMPSB (Elementary) or school HRMPSB (Secondary).
- The following shall be the timelines for the recruitment and selection:

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Deadline of Submission of Application Documents to schools/cluster AOII. No pertinent papers shall be accepted thereafter.	February 7, 2025	Applicants, School/Cluster AOII
Conduct of Behavioral Event Interviewing (BEI) and Written Exam, Open Ranking	To be arranged by the School/District	School/ District or School HRMPSB/ Applicants
Submission of District/School Comparative Pre-assessment, application documents, and other means of verification to support the conduct of activity (attendance, interview rating sheet, minutes of interview and deliberation and accomplished individual assessment form and other forms) to SDO for final assessment.	February 14, 2025	School/Cluster AOII

- 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.



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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.
1. For more information and inquiry, personnel concerned may contact Ma. Luz E. Estembar, AO IV – OIC Personnel Section at Messenger or at 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
2. 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

MLE/DM- notice of vacancy for elementary and junior high school teacher ii and teacher iii
0000/January 28, 2025



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