



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

**Office of the Schools Division
Superintendent**

5 Dec 2025

DIVISION MEMORANDUM
OSDS No. **193** s. 2025

NOTICE OF VACANCY FOR PUBLIC SCHOOL DISTRICT SUPERVISOR

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 vacant position/s:

a. Position Details

Position Title	No.	Plantilla Item No.	Plantilla/School/Place of Assignment
Public School District Supervisor	1	OSEC-DECSB-PSDS-840088-2003	CID

b. CSC Qualification Standards

Position Title	Public Schools District Supervisor
Salary Grade	22
Basic Monthly Salary	Php 78,162.00
Education	Master's degree in Education or other relevant Master's degree
Experience	5 years cumulative experience in instructional supervision and school management
Training	16 hours of relevant training
Eligibility	RA 1080 (Teacher)



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c. Duties and Responsibilities

Provide basic education to learners, sets the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, monitors and assesses the school curriculum and is accountable for higher learning outcomes.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
INSTRUCTIONAL SUPERVISION	<ol style="list-style-type: none"> 1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. 2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. 3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.
TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT	<ol style="list-style-type: none"> 1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow-through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as a basis for budgeting and resourcing. 2. Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback. 3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. 4. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. 5. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. 6. Collect and analyze accomplishment reports of



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.
MONITORING AND EVALUATION	<ol style="list-style-type: none"> 1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere to the policy and standards using pre-designed M & E and transparency tools. 2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance. 3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<ol style="list-style-type: none"> 1. Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.
LEARNING OUTCOMES ASSESSMENT	<ol style="list-style-type: none"> 1. Gather results of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap. 2. Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
RESEARCH	<ol style="list-style-type: none"> 1. Conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	<ol style="list-style-type: none"> 1. Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions. 2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each district. 3. Coach the school head in implementing interventions related to curriculum implementation t and



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	instructional delivery. 4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools. 5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

d. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet;
- iii. Photocopy of Certificate of valid and updated PRC License/ID;
- iv. Photocopy of Certificate of 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 Certificate/s of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of latest appointment, if applicable;
- ix. Photocopy of Performance Ratings in the last rating period(s) covering (1) year performance in the current position prior to deadline of submission;
- x. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the 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;
- xi. Other documents that can be used as means of verification such as but not limited to:
1. Outstanding Accomplishments, (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
 2. Application of Education;
 3. Application of Learning and Development; and



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4. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item d (ix) is not relevant to the position to be filled.
- xii. When the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school, if applicable;

Pertinent papers of applicants shall include table of contents, properly **earmarked** and **sequentially arranged**.

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 Positions**. The following is the point system for Evaluative Assessment for School Administration Positions:

Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

3. Application documents shall be submitted to the Schools Division Office on or before **December 15, 2025**. No pertinent papers shall be accepted thereafter.
4. Applicants shall be notified of the conduct of the activities 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.



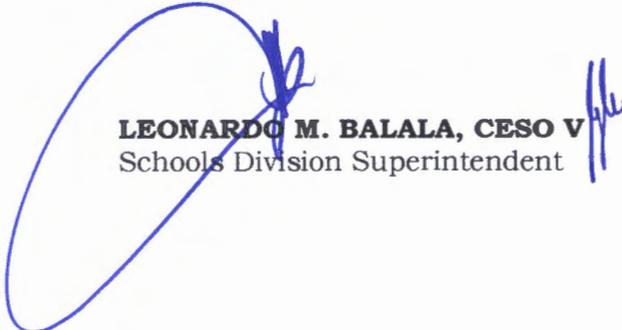
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7. For any inquiries, please contact Ma. Luz E. Estember, OIC-Administrative Officer IV at the Office of the Personnel Unit through maluz.estember001@deped.gov.ph or at the Office of the Assistant Schools Division Superintendents.

8. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

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

EMPLOYMENT HIRING
RECRUITMENT

MLE/DM- notice of vacancy for public schools district supervisor
0000/December 5, 2025



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