



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

11 Oct 2024

DIVISION MEMORANDUM
OSDS-2024-133

NOTICE OF VACANCIES

To: Assistant Schools Division Superintendent
Division HRMPSB and Sub-Committee Members
All Interested Applicants

1. This is to announce the following vacant promotional teaching positions in the Department of Education – Schools Division of Sarangani:

Position Title	Plantilla Item No.	Assignment
Master Teacher I (Secondary)	MTCHR1-840116-2019	Kiamba NHS
Master Teacher I (Elementary)	MTCHR1-840110-2019	Alna IPS
Teacher III (Elementary)	TCH3-840493-2018	Segafu Esgapo IS
Teacher III (Elementary)	TCH3-840501-2012	Banlas IS
Teacher III (Elementary)	TCH3-840621-2003	GE Antonino ES
Teacher III (Elementary)	TCH3-840134-2015	Tampus IS
Teacher II (Elementary)	TCH2-840754-202	Arcal ES
Teacher II	TCH2-840143-2020	Ticulab ES
Teacher II	TCH2-840214-2018	Wali IS
Special Education Teacher I	SPET1-840005-2018	Alabel CISC

2. All interested applicants regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability are encouraged to apply (Division Memorandum No. 293, s. 2021 – Equal Employment Opportunity Principle Guidelines in Recruitment, Selection, and Placement).

3. Applicants are required to fill out an online registration form which can be accessed through this link: bit.ly/DepEdSarApplicantsOnlineRegistration. The application folders of those not registered online will not be accepted.

4. The application letters should be addressed to the Schools Division Superintendent and submitted along with the supporting documents to the concerned school/district.



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5. The concerned School/District Subcommittees shall submit the initial Comparative Assessment Results (CARs) and other supporting documents to the Schools Division Office (SDO) not earlier than October 22, 2024, but not later than November 12, 2024.
6. Please refer to DepEd Order (DO) No. 19, s. 2022 re **The Department of Education Merit Selection Plan** and DO 7, s. 2023 re **Guidelines on the Recruitment, Selection, and Placement in the Department of Education** for the conduct of recruitment and screening activities. See also the Division Memorandum No. 178, s. 2021 re **Internal Guidelines on the Recruitment, Selection, and Placement Process relative to the Implementation of DepEd Order No. 66, s. 2007 and DepEd Order No. 42, s. 2007 and DECS Order No. 57, s. 1997**, Division Advisory (DA) No. 220, s. 2021, and DA 167, s. 2022 for the evaluation of application documents and computation of points.
7. Administrative Officers II and School Heads with vacancies are advised to attend the **online orientation on the RSP guidelines and processes** on October 15, 2024, at 1:00 p.m. via Microsoft Teams. The link will be sent an hour prior to the conduct of the activity.
8. Enclosed are the target timeline of the recruitment and selection process, checklist of requirements, and qualifications standards of the vacant positions for easy reference.
9. For inquiries contact Mr. Roel D. Balbareno at 09464061747.
10. For information and guidance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

HIRING
RECRUITMENT

RDB/OSDS-PU/MLA – notice of vacancies
1140/11 October 2024

APPLICATION REQUIREMENTS

Teacher II-III and SPET I-III

1. One (1) original copy of the Application letter (position applied for must be specifically indicated)
2. One (1) original copy of CSC Form No. 212 - Personal Data Sheet (PDS) with Work Experience Sheet
3. One (1) photocopy of a valid and updated PRC License/ID
4. One (1) photocopy of the latest appointment, if applicable
5. One (1) copy of Transcript of Record (TOR) with CAV from CHED or Certification from Schools Registrar's Office indicated as Complete Academic Requirement (CAR)/Graduate of a Master's/Doctoral Degree, if applicable
6. One (1) copy of Performance Ratings in the last rating period(s) covering one (1) year of performance before the assessment
7. One (1) copy of the Certificate of Employment/Service Record and other designations (period/duration of employment must be indicated)
8. One (1) copy of Certificate of Training/s with Summary of Training Programs Attended:
 - a. International level – 1 training certificate conducted for at least 3 days
 - b. National level – 1 training certificates conducted for at least 3 days
 - c. Regional level – 3 training certificates conducted for at least 3 days
 - d. Division level – 3 training certificates conducted for at least 3 days
 - e. District level – 3 training certificates conducted for at least 3 days
 - f. School level – 3 training certificates conducted for at least 3 days
 - g. Chairperson/Co-chairperson in a technical or planning committee
9. One (1) copy of Outstanding Accomplishment/s:
 - a. Outstanding Employee Award
 - b. Innovation(s) duly approved by the Head of Office
 - c. Research and Development Projects conducted
 - d. Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia, etc.
 - e. Articles published in newspapers/magazines of wide circulation
10. One (1) original copy of the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form

(Enclosure to DM-OSDS-2024-133)

APPLICATION REQUIREMENTS

Master Teacher I-III

1. One (1) original copy of the Application letter (position applied for must be specifically indicated)
2. One (1) original copy of CSC Form No. 212 - Personal Data Sheet (PDS) with Work Experience Sheet
3. One (1) photocopy of a valid and updated PRC License/ID
4. One (1) photocopy of the latest appointment, if applicable
5. One (1) copy of Transcript of Record (TOR) with CAV from CHED or Certification from Schools Registrar's Office indicated as Complete Academic Requirement (CAR)/Graduate of a Master's/Doctoral Degree, if applicable
6. One (1) copy of Performance Ratings in the last rating period(s) covering one (1) year of performance before the assessment
7. One (1) copy of the Certificate of Employment/Service Record and other designations (period/duration of employment must be indicated)
8. One (1) photocopy of Class Program
9. Demonstration Teaching related documents
10. Leadership, Potentials, and Accomplishments related documents
11. Curriculum Material or Techniques or Simplified Work and Income Generating Projects related documents
12. Subject, Grade, and Club Chairmanship related documents
13. Committee chairmanship-related documents
14. Educational Research Project Coordinator/Community Involvement related documents
15. Organized In-Service Training related documents
16. Proof of Trainer or Coach related documents
17. Proof of Authorship related documents
18. One (1) Original copy of the Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form

(Enclosure to DM-OSDS-2024-133)

DOCUMENTS TO BE SUBMITTED BY SCHOOL/DISTRICT HRMPSB

1. One (1) Application folder for each applicant. Each folder must contain the following to be placed at the top of the applicant's documents:
 - a. Checklist of Requirements
 - b. Applicant Interview Sheet (for Teacher II-III, SPET I-III only)
 - c. Applicant Scoresheet
 - d. Written Notice to Applicant
 - e. Individual Evaluation Sheet
2. Two (2) original copies District/School Comparative Assessment Result (CAR)
3. One (1) original copy of the Initial Evaluation Result (IER)
4. One (1) original copy of District/School Final Deliberation
5. One (1) original copy District/School Sub-committee Composition duly approved by the Schools Division Superintendent. This document must be approved by the SDS before the start of the recruitment and selection process.
6. One (1) original copy District/School Memorandum announcing the vacancies within their jurisdiction as proof that the vacancy was disseminated.
 - a. Master Teacher and SPET I-III positions – the memorandum must reflect the signatures of the School Heads within the District
 - b. Teacher II-III positions – the memorandum must reflect the signatures of all the teachers within the school
7. One original copy of the District/School Head's Certification that the announcement of vacant positions has been posted in three conspicuous places within the premises of the district office/school
8. Two (2) duly signed List of Teachers by Subject Area (JHS Master Teacher Position only)

(Enclosure to DM-OSDS-2024-133)

RECRUITMENT AND SELECTION FORMS

<https://bit.ly/RSAForms>

1. Comparative Assessment Result (CAR):
 - a. CAR template for Teacher II-III, SPET I-III
 - b. CAR template for Master Teacher I-III
2. Applicant Interview Sheet (Teacher II-III, SPET I-III only)
3. Applicant Scoresheet for Teacher I-III and SPET I-III positions
4. Applicant Scoresheet for Master Teacher I-III position
5. CSC Form No. 212 - Personal Data Sheet
6. Work Sheet Experience (enclosure to CSC Form No. 212)
7. Summary of Training Programs Attended Form
8. Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
9. Written Notice to Applicant
10. Individual Evaluation Sheet
11. One (1) original copy of Initial Evaluation Result (IER)
12. One (1) original copy of District/School Final Deliberation
13. District/School Subcommittee Composition
14. District/School Subcommittee Chairperson Certification

PROPOSED TIMELINE OF ACTIVITIES

Schedule	Activity
The schedule of activities will be determined by the District/School Subcommittee.	Announcement of vacancy through District/School memorandum (Note: Posting of vacancy must be at least 10 calendar days in at least 3 conspicuous places in the district/school)
	Acceptance of Application documents (Note: No acceptance of additional documents after the set deadline)
	Conduct of initial evaluation of documents as to qualification of applicants
	Conduct of Orientation on the RSA guidelines to all Applicants
	Posting of IER which must indicate the date of posting
	Send notices to applicants on the result of IER and the schedule of interview and other forms of assessment (Note: notices must be sent to the applicants at least 5 calendar days before the conduct of the interview)
	Conduct of interview and other form of assessments
	District/School Subcommittee convenes to evaluate/assess applicants' documents
	Conduct of Open Ranking System (except for the Master Teacher Positions), Release IES to applicants, and Prepare Minutes of Deliberation and other documents required by the Division HRMPSB
	Submission of CAR and other documents to the Division HRMPSB

(Enclosure to DM-OSDS-2024-133)

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT	INCUMBENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY (IF APPLICABLE)		
1	MASTER TEACHER I (SECONDARY)	MTCHR1-840116-2019	SG18	49,015.00	BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR; AND 18 UNITS FOR A MASTER'S DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS OF RELEVANT EXPERIENCE	RA 1080		KIAMBA NHS	DE CELIS, JANILYN P.- RETIRED
2	MASTER TEACHER I (ELEMENTARY)	MTCHR1-840110-2019	SG18	49,015.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION; AND 18 UNITS FOR A MASTER'S DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS OF RELEVANT EXPERIENCE	RA 1080		ALNA IPS	PILEO, MAVEL LIGAYA C.- RETIRED
3	TEACHER III (ELEMENTARY)	TCH3-840493-2018	SG13	32,870.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	2 YEARS OF RELEVANT EXPERIENCE	RA 1080		SEGAFU ESGAPO IS	PEJANA, EUGENE
4	TEACHER III (ELEMENTARY)	TCH3-840501-2012	SG13	32,870.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL	NONE REQUIRED	2 YEARS OF RELEVANT EXPERIENCE	RA 1080		BANLAS IS	SIMBAJON, EUGENE

(Enclosure to DM-OSDS-2024-133)

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT	INCUMBENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY (IF APPLICABLE)		
5	TEACHER III (ELEMENTARY)	TCH3-840621-2003	SG13	32,870.00	UNITS IN EDUCATION BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	2 YEARS OF RELEVANT EXPERIENCE	RA 1080		GE ANTONINO ES	JAGUNOS, GEORGE
6	TEACHER III (ELEMENTARY)	TCH3-840134-2015	SG13	32,870.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	2 YEARS OF RELEVANT EXPERIENCE	RA 1080		TAMPUS IS	VALDEZ, GARRY S.
7	TEACHER II (ELEMENTARY)	TCH2-840754-202	SG12	30,705.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	1 YEAR OF RELEVANT EXPERIENCE	RA 1080		ARCAL ES	QUIROBIN, JEKLENN
8	TEACHER II (ELEMENTARY)	TCH2-840143-2020	SG12	30,705.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	1 YEAR OF RELEVANT EXPERIENCE	RA 1080		TICULAB ES	NAPILA, JAYPEE IAN B.-PROM
9	TEACHER II (ELEMENTARY)	TCH2-840214-2018	SG12	30,705.00	BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN	NONE REQUIRED	1 YEAR OF RELEVANT EXPERIENCE	RA 1080		WALI IS	LARDIZABAL, ARLITA A.-PROM

(Enclosure to DM-OSDS-2024-133)

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT	INCUMBENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY (IF APPLICABLE)		
					EDUCATION						
10	SPECIAL EDUCATION TEACHER I (ELEMENTARY)	SPET1-840005-2018	SG14	35,413.00	BACHELOR'S DEGREE IN EDUCATION WITH SPECIALIZATION IN SPECIAL EDUCATION	NONE REQUIRED	NONE REQUIRED	RA 1080		ALABEL CISC	RACHO, MYRNA M.-PROM-ALEGRIA CES