



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

07 Apr 2025

**DIVISION MEMORANDUM**  
OSDS-2025-050

NOTICE OF VACANCIES

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

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

Position Title	Plantilla Item No.	School Assignment
Master Teacher I (Senior High School)	MTCHR1-840986-2016	Alabel National Science High School
Master Teacher I (Senior High School)	MTCHR1-841000-2016	James L. Chiongbian National Trade School
Master Teacher I (Junior High School)	MTCHR1-840074-2010	Malalag National High School
Teacher III (Elementary)	TCH3-840487-2012	Batutuling Integrated School

2. In line with the Equal Employment Opportunity Principle (EEOP), this Division encourages all interested and qualified applicants regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability to apply.

3. Interested applicants are required to submit an online application by filling up personal data on the Personnel Unit website through this link [bit.ly/DepEdSarApplicantsOnlineRegistration](http://bit.ly/DepEdSarApplicantsOnlineRegistration). The Personnel Unit will not accept applications without registration of their online application.

4. Application letter shall be addressed to the Schools Division Superintendent. Applicants are advised to submit the documents specified in the List of Requirements in one green folder. Applicants are advised to use ear tabs and arrange all documents in the order mentioned therein.

5. The deadline for submission of application documents to the **Division Office** is **April 21, 2025**.


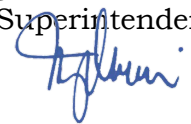
6. Please refer to DepEd Order (DO) No. 19, s. 2022 re The Department of Education Merit Selection Plan and DO 20, s. 2024 re Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions in the Department of Education for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.



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7. One salient provision of DO 20, s. 2024 is that the initial evaluation shall likewise include the determination of the applicant's performance. A rating of at least **Very Satisfactory** in the last rating period covering one (1) year complete performance cycle in the current position shall be required. In addition, internal applicants shall be required to satisfy the set performance requirements of the position applied for, based on at most three (3) rating periods reckoned from the immediately preceding performance cycle completed.
8. Enclosed are the target timeline of recruitment and selection process, performance requirement per position, checklist of requirements, and qualifications standards of the vacant positions for easy reference.
9. For inquiries contact Mr. Roel D. Balbareno at 0977-394-1073.
10. For information, guidance and compliance of all concerned.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  


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

**HIRING  
RECRUITMENT**

RDB/OSDS-PU/MLA – notice of vacancies  
0361/April 7, 2025

**(Enclosure to DM-OSDS-2025-050)**

**A. APPLICATION REQUIREMENTS**

- a. Letter of intent addressed to:  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
DepEd Sarangani Division Office  
Alabel, Sarangani Province  
The letter of intent shall also contain the following information:
  - i. Statement of purpose/ expression of interest; and
  - ii. Learning area/ subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/ or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/ academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of Latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required performance ratings with **at least Very Satisfactory** rating.  
(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 25 of DO 20, s.2024. The latest performance rating shall cover one (1) complete performance rating period in the current position);
- l. 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 attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

## B. Proposed Timeline of Activities

Schedule	Activities
April 4-21, 2025	All interested applicants submit his/her application to the Division Office.
April 10, 2025	Online Orientation to Applicants (10:00 am to 11:00 am) The link will be sent to the email of the applicants from the online registration
April 23-25, 2025	Conduct of initial evaluation of the application documents as to the qualification of the applicants.
April 28, 2025	Posting of Initial Evaluation Results.
April 29-30, 2025	Special HRMPSB Committee for Teaching Positions and Division Sub Selection Committee Evaluation of the Education, Training, Experience and Performance of Qualified Applicants.
TBA	PPST COIs-Conduct of Demonstration Teaching and PPST NCOIs-Portfolio Assessment and Behavioral Events Interview of Qualified applicants.
TBA	OPEN RANKING SYSTEM
TBA	Release of Comparative Assessment Results

## C. Performance Requirements

Position Applied For	Classroom Observable Indicator	Non-Classroom Observable Indicator
<b>Special Education Teacher I</b>	None	None
<b>Teacher II</b>	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
<b>Teacher III</b>	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
<b>Teacher IV</b>	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
<b>Teacher V</b>	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
<b>Teacher VI</b>	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory; and 4 Proficient NCOIs at Outstanding
<b>Teacher VII</b>	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory; and 6 Proficient NCOIs at Outstanding
<b>Master Teacher I</b>	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding



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**Publication of Vacant Positions**

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 (SENIOR HIGH SCHOOL)	MTCHR1-840986-2016	SG18	51,304.00	(ACADEMIC TRACK AND CORE SUBJECTS) Master's degree in relevant strand/subject (ARTS AND DESIGN TRACK) Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 18 units for a Master's degree in fields under	(ACADEMIC TRACK AND CORE SUBJECTS) 8 hours of training relevant to the subject area specialization (ARTS AND DESIGN TRACK) 8 hours of training relevant to the courses in the Track (SPORTS TRACK) 8 hours of training relevant to	(ACADEMIC TRACK AND CORE SUBJECTS) 4years relevant teaching/industry work experience (ARTS AND DESIGN TRACK) 3 years relevant teaching/industry work experience (SPORTS TRACK) 3 years relevant teaching/industry work experience	Applicants for a permanent appointment: RA 1080(TEACHER); If not RA 1080 eligible1,, they must pass the LET within (5) years after the date of first hiring		ALABEL NATIONAL SCIENCE HIGH SCHOOL	RAVELO, ARLENE F.

					the strand (SPORTS TRACK)Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization in the strand; and 18 units for a Master's degree in fields under the track (TVL) Bachelor's degree holder; or completion of technical-vocational courses in the area of specialization	the courses in the Strand (TVL) At least NC III + TMC I *Appropriate to the specialization	(TVL) 1 year of teaching experience and 6 months of relevant industry work experiece				
2	MASTER TEACHER I (SENIOR HIGH SCHOOL)	MTCHR1-841000-2016	SG18	51,304.00	(ACADEMIC TRACK AND CORE SUBJECTS) Master's degree in relevant strand/subject (ARTS AND DESIGN TRACK) Bachelor's degree majoring	(ACADEMIC TRACK AND CORE SUBJECTS) 8 hours of training relevant to the subject area specialization (ARTS AND DESIGN	(ACADEMIC TRACK AND CORE SUBJECTS) 4 years relevant teaching/ industry work experience (ARTS AND DESIGN TRACK) 3 years relevant	Applicants for a permanent appointment: RA 1080(TEACHER); If not RA 1080 eligible, they must pass the LET within (5) years after		James L. Chiongbian National Trade School	VILLANUEVA, JAKE P.

					in fields under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 18 units for a Master's degree in fields under the strand (SPORTS TRACK)Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization in the strand; and 18 units for a Master's degree in fields under the track (TVL) Bachelor's degree holder; or completion of technical-vocational courses in the area of specialization	TRACK) 8 hours of training relevant to the courses in the Track (SPORTS TRACK) 8 hours of training relevant to the courses in the Strand (TVL). At least NC III + TMC I *Appropriate to the specialization	teaching/industry work experience (SPORTS TRACK) 3 years relevant teaching/industry work experience (TVL) 1 year of teaching experience and 6 months of relevant industry work experience	the date of first hiring		
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3	MASTER TEACHER I (SECONDARY)	MTCHR1- 840074- 2010	SG18	51,304.00	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		MALALAG NHS	EGUAC, TERELENE N.- PROM
4	TEACHER III (ELEMENTARY)	TCH3- 840487- 2012	SG13	34,421.00	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	RA 1080		BATUTULING IS	BESANA, ARTHUR B.