



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

04 Jun 2025

DIVISION MEMORANDUM

OSDS-2025-070

NOTICE OF VACANCY FOR HIGHER TEACHING POSITIONS

To: HRMPSB and Sub-Committee Members
All Interested Applicants

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

No.	Position Title	Plantilla Item No.	School Assignment
1	SPECIAL EDUCATION TEACHER I (ELEMENTARY)	SPET1-840020-2025	MALAPATAN CES
2	SPECIAL EDUCATION TEACHER I (ELEMENTARY)	SPET1-840021-2025	JBT CAING MEMORIAL INTEGRATED SCHOOL

2. In line with the principle of 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 online application by filling up personal data in the Personnel Unit website through this link bit.ly/DepEdSarApplicantsOnlineRegistration. The Personnel Unit will not accept application without registration of their online application.
4. Application letter shall be addressed to the Schools Division Superintendent. Applicants are advised to submit the documents listed in Annex A “List of Requirements” in one green folder. Applicants are advised to use ear tabs and arrange all documents in the order mentioned in Annex A.
5. The deadline of submission of application documents to the **Division Office** is on **June 13, 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.
7. One salient provision of DO 20, 2024 is that the initial evaluation shall likewise include the determination of the applicant’s performance. A rating of at least



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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 09773941073.
10. For information, guidance and compliance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

RECRUITMENT

RDB/OSDS-PU/MLA – notice of vacancy for higher teaching positions
0478/June 4, 2025



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Enclosure

A. APPLICATION REQUIREMENTS

- a. Letter of intent address to:

RUTH L. ESTACIO PhD, CESO V

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);

1. 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



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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
June 2-June 13, 2025	All interested applicants submits his/her application to the Division Office.
June 9, 2025	Online Orientation to Applicants (9:00 am to 11:00 am) Link will be sent to the email of the applicants from the online registration
June 16, 2025	Conduct of initial evaluation of the application documents as to the qualification of the applicants.
June 16, 2025	Posting of Initial Evaluation Results.
June 17, 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
Special Education Teacher I	None	None



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Address: Capitol Compound, Maribulan, Alabel, Sarangani Province

Telephone Nos.: (083) 508-2039

Website: deped-sarangani.org

Email Address: sarangani@deped.gov.ph



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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	SPECIAL EDUCATION TEACHER I (ELEMENTARY)	SPET1-840020-2025	SG14	37,024.00	Bachelor's degree in Education with Specialization in Special Education	None Required	None Required	RA 1080		MALAPATAN CES	
2	SPECIAL EDUCATION TEACHER I (ELEMENTARY)	SPET1-840021-2025	SG14	37,024.00	Bachelor's degree in Education with Specialization in Special Education	None Required	None Required	RA 1080		JBT CAING MEMORIAL IS	