

RECORDS SECTION
DepED, Division of Zambo. Norte
No. _____
Date: 14 OCT 2024
By: _____
RELEASED



Department of Education

Republic of the Philippines

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

October 28, 2024

Division Memorandum No. 494, s. 2024

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Comparative Assessment Result (CAR) of **Newly Hired, Promoted Nonteaching Employees and Promoted Teacher**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before **November 7, 2024**.

2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.

3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.

4. Immediate and widest dissemination of this memorandum is desired.

ROY C. TUBALIA EMD, JD, CESO V
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/cj/DM-SubmitPertinentPapersforAppointment
000062-2024/10312024

Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo-Schools Division of Zamboanga del Norte





Department of Education

Republic of the Philippines

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

NEWLY HIRED NONTEACHING EMPLOYEES

S/N	NAME OF APPOINTEE <i>(thru Natural Vacancy)</i>	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	DANCATAN, CHERY LOU T.	Administrative Aide VI	Polanco, ZDN	Curriculum Implementation Division (CID) SDO
2.	YAP, HOLDEN M.	Administrative Aide VI	Dipolog City, ZDN	Personnel Section SDO

NEWLY PROMOTED TEACHING AND NONTEACHING EMPLOYEES

S/N	NAME <i>(thru Natural Vacancy)</i>	POSITION TITLE	PLACE OF ASSIGNMENT
1.	PAMELA J. BACARA	Administrative Assistant III	ASDS OFFICE SDO
2.	ROWENA S. TUBAT	Master Teacher I	Malayal NHS

NEWLY TRANSFERRED SCHOOL PRINCIPAL

S/N	NAME	POSITION TITLE	PLACE OF ASSIGNMENT
1.	ROUEL A. TARIGA	School Principal II	Ponot NHS

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Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

LIST OF REQUIREMENTS FOR PROMOTION
(NATURAL VACANCY)

Directions:

- Submit the CSC Documents and the 201 file Division Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS. On page 1 of the 201 file Division Documents, indicate in the following format: name, position, and school/district/SDO.
- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 envelope.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph and www.depedzn.net

“CSC Documents” fastened in white paper folder.

- A. 2 copies Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- B. 1 copy Work Experience Sheet
- C. 1 photocopy Certificate of Eligibility/PRC License with attached printed verification of validity online at prc.gov.ph.
- D. 1 copy Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem Open Date, if possible.
- E. 1 copy Original PDF (Position Description Form) Revised 2017 (Note: See Attached PDF File For Printing)
- F. 1 photocopy TESDA National Certificate II (If Senior High-TVL Track)
- G. 1 photocopy TESDA Trainers Methodology Certificate (If Senior High-TVL Track)

“201 DIVISION Documents” fastened in white paper folder.

- A. 1 copy Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem Open Date, if possible.
- B. 1 copy Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- H. 1 copy Original PDF (Position Description Form) Revised 2017 (Note: See Attached PDF File For Printing)
- C. 1 photocopy Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- D. 1 copy Designation Orders, if there's any
- E. 1 copy Latest Notarized Sworn Statement of Assets and Liabilities
- F. 1 copy Notices of Salary Adjustments/Step Increments
- G. 1 copy Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, Xray, Urinalysis)
- H. 1 copy NBI Clearance
- I. 1 copy Transcript of Record Undergrad and Grad School (if there's any) Authenticated by the School Registrar
- J. 1 photocopy Marriage Contract/Certificate
- K. Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- L. 1 copy Latest IPCRF (SY 2023-2024)

Note: Please read and follow the instructions carefully.

Thank you! @



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

LIST OF REQUIREMENTS FOR TRANSFER

(TEACHING ONLY)

Revised October 2024

Directions:

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- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 envelope.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph and www.depedzn.net

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 - C. 1 photocopy Certificate of Eligibility/PRC License with attached printed verification of validity online at prc.gov.ph.
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 - I. 1 copy Original PDF (Position Description Form) Revised 2017 (Note See Attached PDF File For Printing)
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 - J. 1 copy Original PDF (Position Description Form) Revised 2017 (Note: See Attached PDF File For Printing)
 - C. 1 photocopy Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
 - D. 1 copy Designation Orders, if there's any
 - E. 1 copy Latest Notarized Sworn Statement of Assets and Liabilities
 - F. 1 copy Notices of Salary Adjustments/Step Increments
 - G. 1 copy Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, Xray, Urinalysis)
 - H. 1 copy NBI Clearance
 - I. 1 copy Transcript of Record Undergrad and Grad School (if there's any) Authenticated by the School Registrar
 - J. 1 photocopy Marriage Contract/Certificate
 - K. Commendations/Awards or Copies of Disciplinary Actions (if there's any)
 - L. 1 copy Latest IPRF (SY 2023 2024)
 - M. 1 copy of BIR FORM 2316 (for Payroll Section)

Note: Please read and follow the instructions carefully.

Thank you! ☺

Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
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1. POSITION TITLE (as approved by authorized agency) with parenthetical title Master Teacher I		2. ITEM NUMBER 3. SALARY GRADE SG 18 STEP 1	
Republic of the Philippines DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input checked="" type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special <input type="checkbox"/>	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DEPARTMENT OF EDUCATION		6. BUREAU OR OFFICE REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA	
7. DEPARTMENT / BRANCH / DIVISION DIVISION OF ZAMBOANGA DEL NORTE		8. WORKSTATION / PLACE OF WORK NAME OF SCHOOL/DISTRICT	
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT P 49,015.00 P 2,000.00		11. SALARY AUTHORIZED 12. OTHER COMPENSATION	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR PUBLIC SCHOOLS DISTRICT SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR SCHOOLS DIVISION SUPERINTENDENT	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.			
17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> 17b. External <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> Executive / Managerial <input type="checkbox"/> Supervisors <input type="checkbox"/> Non-Supervisors <input type="checkbox"/> Staff <input type="checkbox"/> General Public <input type="checkbox"/> Other Agencies <input type="checkbox"/> Others (Please Specify): <input type="checkbox"/> Office Work <input type="checkbox"/> Others (Please Specify) <input type="checkbox"/> Field Work <input type="checkbox"/>			
18. WORKING CONDITION			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION As managers, principals were responsible for financial operations, building maintenance, student scheduling, personnel, public relations, school policy regarding discipline, coordination of the instructional program, and other overall school matters.			

1. POSITION TITLE (as approved by authorized agency) with parenthetical title Master Teacher I		2. ITEM NUMBER SG 18 STEP 1	
3. SALARY GRADE		4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS	
<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special		<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DEPARTMENT OF EDUCATION		6. BUREAU OR OFFICE REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA	
7. DEPARTMENT / BRANCH / DIVISION DIVISION OF ZAMBOANGA DEL NORTE		8. WORKSTATION / PLACE OF WORK	
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT	
11. SALARY AUTHORIZED P 49,015.00		12. OTHER COMPENSATION P 2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
PUBLIC SCHOOLS DISTRICT SUPERVISOR		SCHOOLS DIVISION SUPERINTENDENT	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (If more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Managerial <input type="checkbox"/>		<input type="checkbox"/>	
Supervisors <input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors <input type="checkbox"/>		<input type="checkbox"/>	
Staff <input type="checkbox"/>		<input type="checkbox"/>	
17b. External General Public <input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies <input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify): <input type="checkbox"/>		<input type="checkbox"/>	
17c. Occasional <input type="checkbox"/>		<input type="checkbox"/>	
17d. Frequent <input type="checkbox"/>		<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work <input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify) <input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION As managers, principals were responsible for financial operations, building maintenance, student scheduling, personnel, public relations, school policy regarding discipline, coordination of the instructional program, and other overall school matters.			

1. POSITION TITLE (as approved by authorized agency) School Principal II with parenthetical title		2. ITEM NUMBER SG 20 STEP 1	
3. SALARY GRADE School Principal II		4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input checked="" type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special <input type="checkbox"/>	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DEPARTMENT OF EDUCATION		6. BUREAU OR OFFICE REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA	
7. DEPARTMENT / BRANCH / DIVISION DIVISION OF ZAMBOANGA DEL NORTE		8. WORKSTATION / PLACE OF WORK NAME OF SCHOOL/DISTRICT	
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED P60,157.00	
12. OTHER COMPENSATION P 2,000.00		13. POSITION TITLE OF IMMEDIATE SUPERVISOR CID CHIEF	
14. POSITION TITLE OF NEXT HIGHER SUPERVISOR SCHOOLS DIVISION SUPERINTENDENT		15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER	
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17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Managerial <input type="checkbox"/> Supervisors <input type="checkbox"/> Non-Supervisors <input type="checkbox"/> Staff <input type="checkbox"/>		17b. External General Public <input type="checkbox"/> Other Agencies <input type="checkbox"/> Others (Please Specify): <input type="checkbox"/>	
18. WORKING CONDITION Office Work <input type="checkbox"/> Field Work <input type="checkbox"/>		Others (Please Specify) <input type="checkbox"/>	
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3. SALARY GRADE P60,157.00		4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input checked="" type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special <input type="checkbox"/>	
5. DEPARTMENT, CORPORATION OR AGENCY / LOCAL GOVERNMENT DEPARTMENT OF EDUCATION		6. BUREAU OR OFFICE REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA	
7. DEPARTMENT / BRANCH / DIVISION DIVISION OF ZAMBOANGA DEL NORTE		8. WORKSTATION / PLACE OF WORK CID CHIEF	
9. PRESENT APPROP ACT P 2,000.00		10. PREVIOUS APPROP ACT P60,157.00	
11. SALARY AUTHORIZED P60,157.00		12. OTHER COMPENSATION P 2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR SCHOOLS DIVISION SUPERINTENDENT		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR CID CHIEF	
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18. WORKING CONDITION Office Work <input type="checkbox"/> Field Work <input type="checkbox"/> Others (Please Specify) <input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION As managers, principals were responsible for financial operations, building maintenance, student scheduling, personnel, public relations, school policy regarding discipline, coordination of the instructional program, and other overall school matters.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

1. Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.
2. Ensuring that academic policies and curriculum are followed
3. Developing and tracking benchmarks for measuring institutional success
4. Helping teachers maximize their teaching potential
5. Meeting and listening to concerns of students on a regular basis
6. Encouraging, guiding and assisting student leaders and teachers
7. Meeting with parents and administrators on a regular basis for problem resolution
8. Enforcing discipline when necessary
9. Providing an atmosphere free of any bias in which students can achieve their maximum potential

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent.	3 years relevant experience	None Required	RA 1080 (Teacher)

21e. Core Competencies

Competency Level
Self- Management, Professionalism & Ethics, Result Focus, Teamwork, Service Orientation & Innovation
ADVANCE

21f. Leadership Competencies

Competency Level
Oral Communication, Written communication & Computer/ ICT Skills
ADVANCE

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	Ensuring that academic policies and curriculum are followed	ADVANCE
10%	Developing and tracking benchmarks for measuring institutional success	
15%	Helping teachers maximize their teaching potential	
5%	Meeting and listening to concerns of students on a regular basis	
10%	Encouraging, guiding and assisting student leaders and teachers	
5%	Meeting with parents and administrators on a regular basis for problem resolution	
3%	Enforcing discipline when necessary	
	Providing an atmosphere free of any bias in which students can	
2%	achieve their maximum potential	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature Over Print Name and Date

Supervisor's Name, Date and Signature

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

1. Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.
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5. Meeting and listening to concerns of students on a regular basis
6. Encouraging, guiding and assisting student leaders and teachers
7. Meeting with parents and administrators on a regular basis for problem resolution
8. Enforcing discipline when necessary
9. Providing an atmosphere free of any bias in which students can achieve their maximum potential

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Elementary education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)

21e. Core Competencies	Competency Level
<i>Self- Management, Professionalism & Ethics, Result Focus, Teamwork, Service Orientation & Innovation</i>	ADVANCE

21f. Leadership Competencies	Competency Level
<i>Oral Communication, Written communication & Computer/ ICT Skills</i>	ADVANCE

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

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Employee's Signature Over Print Name and Date

Supervisor's Name, Date and Signature