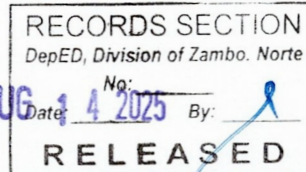




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 14, 2025

Division Memorandum

No. 387, s. 2025

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR APPROVED  
PLANTILLA ALLOCATION LIST (PAL)**

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

1. With the approval of the Plantilla Allocation List (PAL) due to ERF and reclassification of item in elementary, junior high school and senior high school, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Appointment In-charge, Personnel Unit of this division on or before **August 20, 2025**.
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](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
4. Immediate and widest dissemination of this memorandum is desired.

**MAJARANI M. JACINTO EdD, CESO V**  
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment  
0000043-2025/08112025



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



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*Enclosure No. 1*

**LIST APPROVED PLANTILLA ALLOCATION LIST (PAL) PER APPROVED ERF**

S/N	NAME OF APPOINTEE	POSITION TITLE	ITEM NUMBER	SCHOOL/DISTRICT
	<b>ELEMENTARY</b>			
<b>1</b>	<b>RODELYN A. JUMAWAN</b>	School Principal IV	SP4-570032-2025	<b>KATIPUNAN II DISTRICT</b>
<b>2</b>	<b>MARITES U. DENGAL</b>	School Principal IV	SP4-570033-2025	<b>MANUKAN I DISTRICT</b>
<b>3</b>	<b>FELIDOLFO G. CAHAYAG</b>	School Principal IV	SP4-570034-2025	<b>GUTALAC I DISTRICT</b>
<b>4</b>	<b>JOCELYN A. INSANG</b>	School Principal IV	SP4-570035-2025	<b>SINDANGAN SOUTH DISTRICT</b>
<b>5</b>	<b>ARMANDO G. MAÑOSA</b>	School Principal III	SP3-570033-2025	<b>GODOD DISTRICT</b>
<b>6</b>	<b>ARMANDO V. RIZADA</b>	School Principal III	SP3-570034-2025	<b>SINDANGAN NORTH DISTRICT</b>
<b>7</b>	<b>TEODORA S. ANTOLIN</b>	School Principal III	SP3-570035-2025	<b>LABASON DISTRICT</b>
<b>8</b>	<b>RUEL A. PUJANES</b>	School Principal III	SP3-570036-2025	<b>PONOT DISTRICT</b>
<b>9</b>	<b>URLANDO B. OROG</b>	School Principal III	SP3-570037-2025	<b>LABASON DISTRICT</b>
<b>10</b>	<b>CARMELITO C. BONGCAWEL</b>	School Principal III	SP3-570038-2025	<b>PONOT DISTRICT</b>
<b>11</b>	<b>CARMENCITA B. BALLADARES</b>	School Principal II	SP2-570027-2025	<b>SINDANGAN NORTH DISTRICT</b>
<b>12</b>	<b>SANTIAGO B. BUCO</b>	School Principal II	SP2-570028-2025	<b>KALAWIT DISTRICT</b>
<b>13</b>	<b>JADE D. NAMIT</b>	School Principal II	SP2-570029-2025	<b>LABASON DISTRICT</b>





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14	<b>GERRYLISA A. EGUIA</b>	School Principal II	SP2-570030- 2025	<b>SERGIO OSMEÑA I DISTRICT</b>
15	<b>ARNOLD D. LUBRIDO</b>	Head Teacher V	HTEACH5- 570045-2025	<b>SALUG II DISTRICT</b>
16	<b>HERMENIGILDO Y. TAPIS</b>	Head Teacher V	HTEACH5- 570046-2025	<b>LILOY I DISTRICT</b>
17	<b>CRISTITUTO N. ANTIQUINA</b>	Head Teacher IV	HTEACH4- 570035-2025	<b>MANUKAN II DISTRICT</b>
18	<b>LETECIA A. CALMERIN</b>	Head Teacher III	HTEACH3- 570053-2025	<b>SINDANGAN SOUTH DISTRICT</b>
19	<b>JAZEL C. UNABIA</b>	Head Teacher III	HTEACH3- 570054-2025	<b>SIAYAN DISTRICT</b>
20	<b>JUNMAR B. MATTA</b>	Head Teacher III	HTEACH3- 570055-2025	<b>SIAYAN DISTRICT</b>
21	<b>JOEMIL A. LUMANOG</b>	Head Teacher III	HTEACH3- 570056-2025	<b>SIAYAN DISTRICT</b>
22	<b>MARILOU P. TEOPE</b>	Head Teacher III	-HTEACH3- 570057-2025	<b>SIAYAN DISTRICT</b>
23	<b>FELICIA C. ONGGOCAN</b>	Head Teacher III	HTEACH3- 570062-2025	<b>SINDANGAN SOUTH DISTRICT</b>
24	<b>ARMANDO SR. S. ELICO</b>	Head Teacher III	HTEACH3- 570066-2025	<b>SERGIO OSMEÑA II DISTRICT</b>
26	<b>ARNEIL M. SY</b>	Head Teacher II	-HTEACH2- 570110-2025	<b>MANUKAN II DISTRICT</b>
27	<b>JOSEPH GLENN C. ABAPO</b>	Head Teacher II	HTEACH2- 570111-2025	<b>SIAYAN DISTRICT</b>



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<b>28</b>	<b>JULIUS B. MANGILA</b>	Head Teacher II	HTEACH2- 570112-2025	<b>SIAYAN DISTRICT</b>
<b>29</b>	<b>JUVIE E. JAMAROLIN</b>	Head Teacher II	HTEACH2- 570113-2025	<b>PIÑAN DISTRICT</b>
<b>30</b>	<b>SENBEN B. PALOSO</b>	Head Teacher II	HTEACH2- 570121-2025	<b>SALUG II DISTRICT</b>
<b>31</b>	<b>UMBRA L. JUHARA</b>	Head Teacher II	HTEACH2- 570122-2025	<b>SIOCON DISTRICT</b>
<b>32</b>	<b>DANTE R. BULALACAO</b>	Head Teacher II	-HTEACH2- 570123-2025	<b>KALAWIT DISTRICT</b>
<b>33</b>	<b>LEVY L. AGUILAR</b>	Head Teacher II	HTEACH2- 570124-2025	<b>KALAWIT DISTRICT</b>
<b>35</b>	<b>JEMSON A. HIBIONADA</b>	Head Teacher II	HTEACH2- 570126-2025	<b>SINDANGAN SOUTH DISTRICT</b>
<b>37</b>	<b>RHEX Z. TAMPARONG</b>	Head Teacher II	HTEACH2- 570132-2025	<b>SERGIO OSMEÑA II DISTRICT</b>
<b>38</b>	<b>RANDELL J. BALUNTANG</b>	Head Teacher II	HTEACH2- 570133-2025	<b>SERGIO OSMEÑA I DISTRICT</b>
<b>39</b>	<b>JESS P. MIRAFUENTES</b>	Head Teacher II	HTEACH2- 570134-2025	<b>SERGIO OSMEÑA II DISTRICT</b>
<b>41</b>	<b>CHEYLUZ P. NARZABAL</b>	Head Teacher I	-HTEACH1- 570088-2025	<b>SIRAWAI DISTRICT</b>
<b>42</b>	<b>ANNIE GRACE A. TUBAT</b>	Head Teacher I	-HTEACH1- 570089-2025	<b>SIBUCO DISTRICT</b>
<b>43</b>	<b>SHEM B. MAGBANUA</b>	Head Teacher I	-HTEACH1- 570090-2025	<b>SIRAWAI DISTRICT</b>





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<b>44</b>	<b>RAUL T. TOLOMEA</b>	Head Teacher I	HTEACH1- 570091-2025	<b>SIOCON DISTRICT</b>
<b>45</b>	<b>NANCY G. ROLLORATA</b>	Head Teacher I	HTEACH1- 570111-2025	<b>SERGIO OSMEÑA II DISTRICT</b>
<b>46</b>	<b>JOCELYN R. CAMELOTES</b>	Master Teacher II	MTCHR2- 570026-2025	<b>MANUKAN II DISTRICT</b>
<b>47</b>	<b>FARRAH MAE C. BOLIVAR</b>	Master Teacher I	MTCHR1- 570067-2025	<b>MANUKAN II DISTRICT</b>
<b>48</b>	<b>JO ANN M. CATIPAY</b>	Master Teacher I	MTCHR1- 570068-2025	<b>MANUKAN II DISTRICT</b>
<b>49</b>	<b>SALPHIA L. HAMBALI</b>	Master Teacher I	MTCHR1- 570069-2025	<b>BACUNGAN DISTRICT</b>
<b>50</b>	<b>MARIA LUZ B. INDINO</b>	Master Teacher I	MTCHR1- 570070-2025	<b>BACUNGAN DISTRICT</b>
<b>51</b>	<b>ROSALINDA P. TROCIO</b>	Master Teacher I	MTCHR1- 570071-2025	<b>BACUNGAN DISTRICT</b>
<b>52</b>	<b>PINKY B. ANDUS</b>	Master Teacher I	MTCHR1- 570072-2025	<b>BACUNGAN DISTRICT</b>
<b>53</b>	<b>MARYDITH F. TORIBIO</b>	Master Teacher I	MTCHR1- 570073-2025	<b>MANUKAN II DISTRICT</b>
<b>54</b>	<b>FERLY A. SUMALINOG</b>	Master Teacher I	MTCHR1- 570074-2025	<b>BACUNGAN DISTRICT</b>
<b>55</b>	<b>JOVY ANN C. CANTON</b>	Special Education Teacher III	SPET3- 570003-2025	<b>MANUKAN I DISTRICT</b>
<b>56</b>	<b>REYLENE E. LOPEZ</b>	Teacher III	TCH3-571599- 2025	<b>SIAYAN DISTRICT</b>



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<b>57</b>	<b>NOVE M. RAMAYLA</b>	Teacher III	TCH3-571600-2025	<b>SIOCON DISTRICT</b>
<b>58</b>	<b>THERESA B. RODRIGUEZ</b>	Teacher III	TCH3-571601-2025	<b>ROXAS I (MANUEL A. ROXAS) DISTRICT</b>
<b>59</b>	<b>SHIENNA MAE C. JAMORA</b>	Teacher III	TCH3-571602-2025	<b>SINDANGAN NORTH DISTRICT</b>
<b>60</b>	<b>CHARLIE Y. SALCEDO</b>	Teacher III	TCH3-571603-2025	<b>SIAYAN DISTRICT</b>
<b>61</b>	<b>JESEBEL Z. MENDOZA</b>	Teacher III	TCH3-571604-2025	<b>SIAYAN DISTRICT</b>
<b>62</b>	<b>RECHEL B. QUINALE</b>	Teacher III	TCH3-571605-2025	<b>RIZAL DISTRICT</b>
<b>63</b>	<b>BOBBY B. EMEMENCI</b>	Teacher III	TCH3-571606-2025	<b>SIAYAN DISTRICT</b>
<b>64</b>	<b>JAPETH A. MIRAS</b>	Teacher III	TCH3-571607-2025	<b>PIÑAN DISTRICT</b>
<b>65</b>	<b>RICKY J. APOSTOL</b>	Teacher III	TCH3-571608-2025	<b>SIAYAN DISTRICT</b>
<b>66</b>	<b>JOVELYN B. WINTERS</b>	Teacher III	TCH3-571609-2025	<b>LILOY I DISTRICT</b>
<b>67</b>	<b>LEAH MAY M. CABABAT</b>	Teacher III	TCH3-571610-2025	<b>SINDANGAN SOUTH DISTRICT</b>
<b>68</b>	<b>GINA A. TARIGA</b>	Teacher III	TCH3-571611-2025	<b>BACUNGAN DISTRICT</b>
<b>69</b>	<b>CHARO B. FLORES</b>	Teacher III	TCH3-571612-2025	<b>BACUNGAN DISTRICT</b>





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<b>70</b>	<b>ROSARIO O. PACTOL</b>	Teacher III	TCH3-571613-2025	<b>SIAYAN DISTRICT</b>
<b>71</b>	<b>AMSIA L. EDDING</b>	Teacher III	TCH3-571614-2025	<b>SIBUCO DISTRICT</b>
<b>72</b>	<b>MARISSA F. MABOLO</b>	Teacher III	TCH3-571615-2025	<b>SIBUCO DISTRICT</b>
<b>73</b>	<b>RICHARD P. JAWOD</b>	Teacher III	TCH3-571616-2025	<b>SIAYAN DISTRICT</b>
<b>74</b>	<b>ROSESARIE V. MOSEP</b>	Teacher III	TCH3-571617-2025	<b>SIAYAN DISTRICT</b>
<b>75</b>	<b>CHARITY A. GRANFON</b>	Teacher III	TCH3-571618-2025	<b>MUTIA DISTRICT</b>
<b>76</b>	<b>BERNICE JOY Z. FLORES</b>	Teacher III	TCH3-571619-2025	<b>MANUKAN II DISTRICT</b>
<b>77</b>	<b>ERMELYN B. SUMONGLAY</b>	Teacher III	TCH3-571620-2025	<b>KATIPUNAN I DISTRICT</b>
<b>78</b>	<b>FRANCY C. BALDEVINO</b>	Teacher III	TCH3-571621-2025	<b>BACUNGAN DISTRICT</b>
<b>79</b>	<b>ESTELA P. EBARAT</b>	Teacher III	TCH3-571622-2025	<b>SIBUCO DISTRICT</b>
<b>80</b>	<b>KC B. PAMPILO</b>	Teacher III	TCH3-571623-2025	<b>RIZAL DISTRICT</b>
<b>81</b>	<b>MAYVYL C. GUARO</b>	Teacher III	TCH3-572024-2025	<b>SIOCON DISTRICT</b>
<b>JUNIOR HIGH</b>				
<b>82</b>	<b>FELIZA R. QUINTERO</b>	Head Teacher I	HTEACH1-570078-2025	<b>DON TEOTIMO Z. OCHOTORENA NHS</b>



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<b>83</b>	<b>ARNELL B. ANDALOP</b>	Head Teacher I	HTEACH1- 570079-2025	<b>KIPIT AGRO- FISHERY HS</b>
<b>84</b>	<b>RODEL A. ANTIGO</b>	Head Teacher I	HTEACH1- 570080-2025	<b>BALAS NHS</b>
<b>85</b>	<b>ROSELLER Q. RAMOS</b>	Head Teacher II	HTEACH2- 570088-2025	<b>LANGATIAN NHS (PMAR NHS)</b>
<b>86</b>	<b>ELSA J. MAYORMITA</b>	Head Teacher II	HTEACH2- 570089-2025	<b>LANGATIAN NHS (PMAR NHS)</b>
<b>87</b>	<b>HANAN J. SIMON</b>	Head Teacher II	HTEACH2- 570120-2025	<b>SIBUCO NHS</b>
<b>88</b>	<b>ARLYN M. AKAMPONG</b>	Head Teacher I	HTEACH1- 570100-2025	<b>SIBUCO NHS</b>
<b>89</b>	<b>EVELYN M. MALBACIAS</b>	Head Teacher II	HTEACH2- 570128-2025	<b>SIOCON NHS</b>
<b>90</b>	<b>LIZA A. PASIA</b>	Head Teacher I	HTEACH1- 570101-2025	<b>SIRAWAI NHS</b>
<b>91</b>	<b>NORIDJA M. LUMUNGKAL</b>	Head Teacher I	HTEACH1- 570102-2025	<b>SIRAWAI NHS</b>
<b>92</b>	<b>MARIFE M. ACAS</b>	Head Teacher I	HTEACH1- 570096-2025	<b>UBAY NHS</b>
<b>93</b>	<b>NONELYN C. PASAGDAN</b>	Head Teacher I	HTEACH1- 570105-2025	<b>DON JOSE AGUIRRE NHS</b>
<b>94</b>	<b>FRENNIE D. LAMIS</b>	Head Teacher I	HTEACH1- 570103-2025	<b>JULIAN SORIANO MCHS</b>
<b>95</b>	<b>RONILLO L. ROSALEM</b>	Head Teacher I	HTEACH1- 570099-2025	<b>BALAKAN NHS</b>





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<b>96</b>	<b>MICHELLE M. VELASCO</b>	Teacher III	TCH3-571298-2025	<b>BACUNGAN NHS</b>
<b>97</b>	<b>MARGIE D. BOGANOTAN</b>	Teacher III	TCH3-571627-2025	<b>BACUNGAN NHS</b>
<b>99</b>	<b>BERNADETH A. NONONG</b>	Teacher III	TCH3-571750-2025	<b>BACUNGAN NHS-TALINGA ANNEX</b>
<b>100</b>	<b>MARIDEL C. SUCO</b>	Teacher III	TCH3-571629-2025	<b>BALIGUIAN NHS</b>
<b>101</b>	<b>ALVIN A. MUDJA</b>	Teacher III	TCH3-571577-2025	<b>ALAM MUDJA SAI NHS</b>
<b>102</b>	<b>DIANA ERIKA C. CERNAL</b>	Teacher III	TCH3-571630-2025	<b>DINASAN NHS</b>
<b>103</b>	<b>JUNIFER C. MALAQUE</b>	Teacher III	TCH3-571578-2025	<b>BARTOLOME ARIPAL MEMORIAL NHS</b>
<b>104</b>	<b>MARIBEL MURREL M. LLEGUNAS</b>	Teacher III	TCH3-571700-2025	<b>BARTOLOME ARIPAL MEMORIAL NHS</b>
<b>105</b>	<b>GEA M. BUSTILLO</b>	Teacher III	TCH3-571631-2025	<b>GODOD NHS</b>
<b>106</b>	<b>RUTCHELLE E. CABASAG</b>	Teacher III	TCH3-571632-2025	<b>GODOD NHS</b>
<b>107</b>	<b>NILA T. TAYONA</b>	Teacher III	TCH3-571633-2025	<b>GODOD NHS</b>
<b>108</b>	<b>ELMA O. CAMION</b>	Teacher III	TCH3-571708-2025	<b>GODOD NHS</b>
<b>109</b>	<b>ROSALINDA T. LOREJO</b>	Teacher III	TCH3-571634-2025	<b>RABA NHS</b>



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<b>111</b>	<b>MARY CHRISTINE ROSE U. DAGA</b>	Teacher III	TCH3-571709-2025	<b>GUTALAC NHS</b>
<b>112</b>	<b>GIRLY A. OLAM</b>	Teacher III	TCH3-571635-2025	<b>KALAWIT NHS</b>
<b>113</b>	<b>JINGLE D. MAGHANOY</b>	Teacher III	TCH3-571636-2025	<b>KALAWIT NHS</b>
<b>114</b>	<b>CARLYN T. GENERAL</b>	Teacher III	TCH3-571637-2025	<b>KALAWIT NHS</b>
<b>115</b>	<b>ESPERANZA B. JIMENEZ</b>	Teacher III	TCH3-571638-2025	<b>KALAWIT NHS</b>
<b>116</b>	<b>ROVELYN M. ORDIZ</b>	Teacher III	TCH3-571639-2025	<b>KALAWIT NHS</b>
<b>117</b>	<b>MARIVEL L. GIMOLATAN</b>	Teacher III	TCH3-571640-2025	<b>PIANON NHS</b>
<b>118</b>	<b>MIANE GEN G. LOYGOS</b>	Teacher III	TCH3-571710-2025	<b>PIANON NHS</b>
<b>119</b>	<b>MARICEL H. PEREZ</b>	Teacher III	TCH3-571579-2025	<b>TUGOP NHS</b>
<b>120</b>	<b>EUNICE M. BENEDICTO</b>	Teacher III	TCH3-571711-2025	<b>GATAS NHS</b>
<b>121</b>	<b>DANILITO R. LANIOSO</b>	Teacher III	TCH3-571712-2025	<b>KATIPUNAN NHS</b>
<b>122</b>	<b>JOSELYN S. TOROT</b>	Teacher III	TCH3-571754-2025	<b>KATIPUNAN NHS</b>
<b>123</b>	<b>WILLIAM L. DABUET</b>	Teacher III	TCH3-571755-2025	<b>KATIPUNAN NHS</b>





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<b>126</b>	<b>MARY ROSE P. HIBAYA</b>	Teacher III	TCH3-571580-2025	<b>SITOG NHS</b>
<b>127</b>	<b>MELITA A. PADAYHAG</b>	Teacher III	TCH3-571724-2025	<b>SITOG NHS</b>
<b>128</b>	<b>ANTHONY P. PABLO</b>	Teacher III	TCH3-571756-2025	<b>SITOG NHS</b>
<b>129</b>	<b>JONEL B. JUMAWAN</b>	Teacher III	TCH3-571581-2025	<b>DON TEOTIMO Z. OCHOTORENA NHS</b>
<b>130</b>	<b>MARIGOLD M. LAGUDAS</b>	Teacher III	TCH3-571582-2025	<b>KIPIT AGRO-FISHERY HS</b>
<b>131</b>	<b>FREDERICK J. PACULBA</b>	Teacher III	TCH3-571757-2025	<b>KIPIT AGRO-FISHERY HS</b>
<b>133</b>	<b>APRIL ROSE C. GALAURA</b>	Teacher III	TCH3-571758-2025	<b>BALAS NHS</b>
<b>134</b>	<b>MARY JOY S. REGAÑON</b>	Teacher III	TCH3-571583-2025	<b>LA LIBERTAD NHS</b>
<b>135</b>	<b>APPLE JELL M. VIDAL</b>	Teacher III	TCH3-570409-2025	<b>LANGATIAN NHS (PMAR NHS)</b>
<b>137</b>	<b>JOCEL M. SOYOSO</b>	Teacher III	TCH3-571584-2025	<b>LIPAKAN NHS</b>
<b>139</b>	<b>MARA GEN S. GONZAGA</b>	Teacher III	TCH3-571641-2025	<b>LILOY NHS</b>
<b>140</b>	<b>GLEN MARK D. REBLEZA</b>	Teacher III	TCH3-571642-2025	<b>COMPRA NHS</b>
<b>141</b>	<b>MARLYN P. OBONG</b>	Teacher III	TCH3-571585-2025	<b>MALAYAL NHS</b>



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<b>142</b>	<b>ROSANA G. VILLARIN</b>	Teacher III	TCH3-571586-2025	<b>MALAYAL NHS</b>
<b>143</b>	<b>MELANIE B. DE LA RAMA</b>	Teacher III	TCH3-571701-2025	<b>MALAYAL NHS</b>
<b>144</b>	<b>EDMARIE L. ABARCA</b>	Teacher III	TCH3-571702-2025	<b>MALAYAL NHS</b>
<b>145</b>	<b>MARIAFE B. BOLIVAR</b>	Teacher III	TCH3-571703-2025	<b>MANAWAN NHS</b>
<b>146</b>	<b>PRINCE R. CAMELOTES</b>	Teacher III	TCH3-571759-2025	<b>MANUKAN NHS</b>
<b>147</b>	<b>JORIGEN T. TUPAS</b>	Teacher III	TCH3-571760-2025	<b>MARUPAY NHS</b>
<b>148</b>	<b>ELLEN M. CAYONGCONG</b>	Teacher III	TCH3-571643-2025	<b>POLANCO NHS</b>
<b>149</b>	<b>ANGEL C. GIVERO</b>	Teacher III	TCH3-571644-2025	<b>RIZAL NHS</b>
<b>150</b>	<b>SHEILLA E. ELLO</b>	Teacher III	TCH3-571761-2025	<b>RIZAL NHS</b>
<b>151</b>	<b>ARLENE B. SANOF</b>	Teacher III	TCH3-571762-2025	<b>RIZAL NHS</b>
<b>152</b>	<b>GABRIEL C. LAPURA</b>	Teacher III	TCH3-571645-2025	<b>BINONI NHS</b>
<b>153</b>	<b>MIRRIAM E. LAPURA</b>	Teacher III	TCH3-571646-2025	<b>BINONI NHS</b>
<b>154</b>	<b>GINA S. BASO</b>	Teacher III	TCH3-571763-2025	<b>BINONI NHS</b>





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<b>155</b>	<b>RACHELLE B. TAGUIBOLOS</b>	Teacher III	TCH3-571764-2025	<b>SAN ISIDRO NHS</b>
<b>156</b>	<b>GLOSYLE Q. ABELLA</b>	Teacher III	TCH3-571647-2025	<b>SIARI JOHN H. ROEMER MEMORIAL NHS</b>
<b>157</b>	<b>CAROL E. ALIGAY</b>	Teacher III	TCH3-571587-2025	<b>SIAYAN NHS</b>
<b>158</b>	<b>ED GLASER P. ONGOS</b>	Teacher III	TCH3-571648-2025	<b>SIAYAN NHS</b>
<b>159</b>	<b>IRISH R. CATAYAS</b>	Teacher III	TCH3-571649-2025	<b>SIAYAN NHS</b>
<b>160</b>	<b>LOVELIEMAY B. RAMIREZ</b>	Teacher III	TCH3-571650-2025	<b>SIAYAN NHS</b>
<b>161</b>	<b>MA. FEBIES D. LANGUTAN</b>	Teacher III	TCH3-571704-2025	<b>SIAYAN NHS</b>
<b>162</b>	<b>ELIONORA P. ALIMAN</b>	Teacher II	TCH2-570061-2025	<b>SIAYAN NHS</b>
<b>163</b>	<b>TOMAS JR L. REBUCAS</b>	Teacher III	TCH3-571713-2025	<b>GUNYAN NHS</b>
<b>164</b>	<b>GLEZEL S. INANOD</b>	Teacher III	TCH3-571714-2025	<b>MANGILAY NHS</b>
<b>165</b>	<b>JOSELITO N. TACTACON</b>	Teacher III	TCH3-571715-2025	<b>MANGILAY NHS</b>
<b>166</b>	<b>MARK JUNEL T. CARVAJAL</b>	Teacher III	TCH3-571723-2025	<b>MANGILAY NHS</b>
<b>167</b>	<b>MARICAR C. VILLANESO</b>	Teacher III	TCH3-571765-2025	<b>MANGILAY NHS</b>



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<b>168</b>	<b>SHARHANA T. JAUHALI</b>	Teacher III	TCH3-570445-2025	<b>SIBUCO NHS</b>
<b>169</b>	<b>GLADYS D. BANICO</b>	Teacher III	TCH3-570446-2025	<b>SIBUCO NHS</b>
<b>171</b>	<b>MARLYN R. SIOKO</b>	Teacher III	TCH3-571588-2025	<b>SIBUCO NHS</b>
<b>172</b>	<b>SHERLYN P. HALIM</b>	Teacher III	TCH3-571589-2025	<b>SIBUCO NHS</b>
<b>173</b>	<b>LAIZA E. AMMANG</b>	Teacher III	TCH3-571590-2025	<b>SIBUCO NHS</b>
<b>174</b>	<b>NOR-IN H. PIA</b>	Teacher III	TCH3-571716-2025	<b>SIBUCO NHS</b>
<b>175</b>	<b>ABYGAIL G. SIOCO</b>	Teacher III	TCH3-571717-2025	<b>SIBUCO NHS</b>
<b>176</b>	<b>SHARIFA O. NAING</b>	Teacher III	TCH3-571766-2025	<b>SIBUCO NHS</b>
<b>177</b>	<b>MICHAEL G. CAYACAP</b>	Teacher III	TCH3-571718-2025	<b>SINDANGAN NATIONAL AGRICULTURAL IS</b>
<b>178</b>	<b>JUANITO H. DE LA CERNA</b>	Teacher III	TCH3-571719-2025	<b>SINDANGAN NHS</b>
<b>179</b>	<b>JANICE P. PENTIATURA</b>	Teacher III	TCH3-571720-2025	<b>SINDANGAN NHS</b>
<b>181</b>	<b>JAM JOANNE ROXANNE A. MAGDUA</b>	Teacher III	TCH3-571651-2025	<b>SIRAWAI NHS</b>
<b>182</b>	<b>AISA A. WAHID</b>	Teacher III	TCH3-571705-2025	<b>SIRAWAI NHS</b>





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<b>183</b>	<b>MARITES A. TABILIRAN</b>	Teacher III	TCH3-571977-2025	<b>SIRAWAI NHS</b>
<b>184</b>	<b>HONEYJADE S. SALAP</b>	Teacher III	TCH3-571978-2025	<b>SIRAWAI NHS</b>
<b>185</b>	<b>MARITIS T. BALANAY</b>	Teacher III	TCH3-571706-2025	<b>TAMPILISAN NHS</b>
<b>186</b>	<b>CHERYL MAY E. CARUMBA</b>	Special Education Teacher I	SPET1-570068-2025	<b>SITUBO NHS</b>
<b>187</b>	<b>JESSICA O. BENDAÑO</b>	Special Education Teacher I	SPET1-570069-2025	<b>GALINGON NHS</b>
<b>188</b>	<b>LIEZEL O. PARDO</b>	Teacher III	TCH3-571591-2025	<b>UBAY NHS</b>
<b>189</b>	<b>AIME B. FELECIA</b>	Teacher III	TCH3-571652-2025	<b>UBAY NHS</b>
<b>190</b>	<b>TISHA TIFFANY C. BUAGAS</b>	Teacher III	TCH3-571878-2025	<b>UBAY NHS</b>
<b>191</b>	<b>MARK GLENN C. NADELA</b>	Teacher III	TCH3-571879-2025	<b>UBAY NHS</b>
<b>192</b>	<b>MARY GRACE B. ESMAO</b>	Teacher II	TCH2-570078-2025	<b>UBAY NHS</b>
<b>193</b>	<b>LANILYN U. LIMPAG</b>	Teacher III	TCH3-571767-2025	<b>MALINTUBOAN NHS</b>
<b>194</b>	<b>NILIE A. MABILOG</b>	Teacher III	TCH3-571979-2025	<b>DON JOSE AGUIRRE NHS</b>
<b>195</b>	<b>JOVILE A. SAMONG</b>	Teacher III	TCH3-571980-2025	<b>DON JOSE AGUIRRE NHS</b>



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<b>196</b>	<b>ARJELITO L. TALIS</b>	Teacher III	TCH3-571653-2025	<b>BARTOLOME C. LIRA SR. NHS</b>
<b>197</b>	<b>CRISTINA ANGELINA C. CALUMPANG</b>	Teacher III	TCH3-571595-2025	<b>DOÑA NATIVIDAD L. MACIAS IS</b>
<b>198</b>	<b>LEOMAR S. RIVAS</b>	Teacher III	TCH3-571596-2025	<b>DOÑA NATIVIDAD L. MACIAS IS</b>
<b>199</b>	<b>CARLYN P. GALIT</b>	Teacher III	TCH3-571597-2025	<b>DOÑA NATIVIDAD L. MACIAS IS</b>
<b>200</b>	<b>FRELANE P. DUHAYLUNGSOD</b>	Teacher III	TCH3-571770-2025	<b>DOÑA NATIVIDAD L. MACIAS IS</b>
<b>201</b>	<b>YVONNIE P. RODA</b>	Teacher III	TCH3-571592-2025	<b>BITOON IS</b>
<b>202</b>	<b>LIEBCHEN VIRGO B. CRIETA</b>	Teacher III	TCH3-571593-2025	<b>SIAY IS</b>
<b>203</b>	<b>LORELIE A. LONGKIAO</b>	Teacher III	TCH3-571594-2025	<b>SIAY IS</b>
<b>204</b>	<b>SHERLY C. ESPINOSA</b>	Teacher III	TCH3-571768-2025	<b>SALUYONG NHS</b>
<b>205</b>	<b>ZOZAMERO A. BULJATIN</b>	Teacher III	TCH3-571707-2025	<b>MATAM NHS</b>
<b>206</b>	<b>CHERRYMAE S. CALIMOT</b>	Teacher III	TCH3-571769-2025	<b>MATAM NHS</b>
<b>207</b>	<b>ANTONIO JR N. ARSOLON</b>	Teacher III	TCH3-570689-2025	<b>DIONGAN NHS</b>
<b>208</b>	<b>JUDE MAY R. OMICTIN</b>	Teacher III	TCH3-571598-2025	<b>PITAWA IS</b>





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<b>209</b>	<b>ANA LOU P. ADANG</b>	Special Education Teacher II	SPET2- 570010-2025	<b>BACONG NHS</b>
<b>210</b>	<b>ARDJOHARI A. FERNANDEZ</b>	Teacher III	TCH3-571742- 2025	<b>BACUNGAN NHS</b>
<b>211</b>	<b>MARICEL S. CAÑETE</b>	Teacher III	TCH3-571743- 2025	<b>BACUNGAN NHS</b>
<b>212</b>	<b>MERYCIAN A. NONONG</b>	Teacher III	TCH3-571628- 2025	<b>TALINGA NHS</b>
<b>213</b>	<b>MARCELITO L. DADAN</b>	Teacher III	TCH3-571744- 2025	<b>TALINGA NHS</b>
<b>214</b>	<b>ROSE JEAN E. DANGGOD</b>	Teacher III	TCH3-571745- 2025	<b>BALAKAN NHS</b>
<b>216</b>	<b>JOCELYN P. MAASIN</b>	Teacher III	TCH3-571746- 2025	<b>BALIGUIAN NHS</b>
<b>217</b>	<b>LOURDES B. VISTAL</b>	Teacher III	TCH3-571747- 2025	<b>BALIGUIAN NHS</b>
<b>219</b>	<b>ELSIE B. LAYDAN</b>	Teacher III	TCH3-571748- 2025	<b>ALAM MUDJA SAI NHS</b>
<b>220</b>	<b>REGEIL IRISH N. PANIMBANG</b>	Teacher III	TCH3-571749- 2025	<b>ALAM MUDJA SAI NHS</b>
<b>SENIOR HIGH</b>				
<b>221</b>	<b>MARIA THERESA F. MONTILLA</b>	Teacher III	TCH3-571331- 2025	<b>SERGIO OSMEÑA NHS</b>
<b>222</b>	<b>SHAINA MAE A. ASARAJI</b>	TEACHER III	TCH3-571332- 2025	<b>GUNYAN NHS</b>
<b>223</b>	<b>GLEN B. ROSALES</b>	TEACHER III	TCH3-571333- 2025	<b>PATAWAG NHS</b>



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<b>224</b>	<b>JOEL S. ANGHROY</b>	TEACHER III	TCH3-571334-2025	<b>KALAWIT NHS-PARAISO EXT.</b>
<b>225</b>	<b>EDITHO L. SALARDA</b>	TEACHER III	TCH3-571335-2025	<b>LILOY NHS</b>
<b>226</b>	<b>MEDY A. BULAQUEÑA</b>	TEACHER III	TCH3-571336-2025	<b>KATIPUNAN NHS</b>
<b>227</b>	<b>JOSEFEL D. AMOD</b>	TEACHER III	TCH3-571337-2025	<b>SINDANGAN NATIONAL AGRICULTURAL IS</b>
<b>228</b>	<b>JAMES R. NECESARIO</b>	TEACHER III	TCH3-571338-2025	<b>SALUG NHS</b>
<b>229</b>	<b>VINCENT B. GALAURA</b>	TEACHER III	TCH3-571339-2025	<b>BALAS NHS</b>
<b>230</b>	<b>ANNAJESON A. QUIÑONES</b>	TEACHER III	TCH3-571340-2025	<b>SIOCON NHS</b>
<b>231</b>	<b>GRACE C. JIMPAYAN</b>	TEACHER III	TCH3-571341-2025	<b>SIARI JOHN H. ROEMER MEMORIAL NHS</b>
<b>232</b>	<b>SHANAI C. TAJALA</b>	TEACHER III	TCH3-571342-2025	<b>SIBUCO NHS</b>
<b>233</b>	<b>ROVIE A. SALINDO</b>	TEACHER III	TCH3-571343-2025	<b>RIZAL NHS</b>
<b>234</b>	<b>NORMINDA S. HILAGA</b>	TEACHER III	TCH3-571344-2025	<b>SITOG NHS</b>
<b>235</b>	<b>DORENE JEAN S. GUADALUPE</b>	TEACHER III	TCH3-571345-2025	<b>BARTOLOME LIRA SR. NHS</b>
<b>236</b>	<b>MERASOL M. BOLO</b>	TEACHER III	TCH3-571346-2025	<b>DOHINOBS NHS</b>





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<b>237</b>	<b>SHIELA MAE C. LIRA</b>	TEACHER III	TCH3-571347-2025	<b>SINDANGAN NATIONAL AGRICULTURAL IS</b>
<b>238</b>	<b>GEOVANNI P. CASALTA</b>	TEACHER III	TCH3-571348-2025	<b>LANGATIAN NHS (PMAR NHS)</b>
<b>239</b>	<b>RITO Q. PAUSAL</b>	TEACHER III	TCH3-571349-2025	<b>LANGATIAN NHS (PMAR NHS)</b>
<b>240</b>	<b>AMY M. DIONALDO</b>	TEACHER III	TCH3-571350-2025	<b>SINDANGAN NHS</b>
<b>241</b>	<b>ELVIRA T. LONGCOP</b>	TEACHER III	TCH3-571351-2025	<b>SALUG NHS</b>
<b>242</b>	<b>JENNEFER E. VALENZUELA</b>	TEACHER III	TCH3-571352-2025	<b>JULIAN SORIANO MCHS</b>
<b>243</b>	<b>TESSALOU G. MAITOM</b>	TEACHER III	TCH3-571353-2025	<b>SINDANGAN NATIONAL AGRICULTURAL IS</b>
<b>244</b>	<b>JUPIFIDE PELE VINCE C. MANISIG</b>	TEACHER III	TCH3-571354-2025	<b>TAMPILISAN NHS</b>
<b>245</b>	<b>MAE A. NADELA</b>	TEACHER III	TCH3-571426-2025	<b>LIPAKAN NHS</b>
<b>246</b>	<b>CHELO MAE C. MAGSAYO</b>	TEACHER III	TCH3-571427-2025	<b>LIPAKAN NHS</b>
<b>247</b>	<b>DOROTHY P. PELONIA</b>	TEACHER III	TCH3-571428-2025	<b>LA LIBERTAD NHS</b>
<b>248</b>	<b>MANILYN S. TARUC</b>	TEACHER III	TCH3-571429-2025	<b>GUNYAN NHS</b>
<b>249</b>	<b>JEANEFER C. MATELA</b>	TEACHER III	TCH3-571430-2025	<b>DOÑA NATIVIDAD L. MACIAS IS</b>



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<b>250</b>	<b>MARISSA G. BUBUTAN</b>	TEACHER III	TCH3-571431-2025	<b>LIPAKAN NHS</b>
<b>251</b>	<b>MARIFE P. MASIBOD</b>	TEACHER III	TCH3-571432-2025	<b>SITOG NHS</b>
<b>252</b>	<b>RECHEL A. TIMBAL</b>	TEACHER III	TCH3-571433-2025	<b>MALINTUBUAN NHS</b>
<b>253</b>	<b>MARY GRACE D. GALEA</b>	TEACHER III	TCH3-571434-2025	<b>MATIAS C. RANILLO NHS</b>
<b>254</b>	<b>HONORIA B. FELISARTA</b>	TEACHER III	TCH3-571435-2025	<b>MATIAS C. RANILLO NHS</b>
<b>255</b>	<b>JAME BOY A. QUICO</b>	TEACHER III	TCH3-571436-2025	<b>GUTALAC NHS</b>
<b>256</b>	<b>RAMIL A. BARILLO</b>	TEACHER III	TCH3-571437-2025	<b>LABASON IS</b>
<b>257</b>	<b>NIÑA LUNA P. GALISA</b>	TEACHER III	TCH3-571438-2025	<b>MATIAS C. RANILLO NHS</b>
<b>258</b>	<b>REY C. BAQUIRQUIR</b>	TEACHER III	TCH3-571439-2025	<b>MATIAS C. RANILLO NHS</b>
<b>259</b>	<b>ANTONIETTE C. ALBON</b>	TEACHER III	TCH3-571685-2025	<b>PIÑAN NHS</b>
<b>260</b>	<b>WILSON JR G. BULALANG</b>	TEACHER III	TCH3-571686-2025	<b>MALAYAL NHS</b>
<b>261</b>	<b>IRENE J. PASCO</b>	TEACHER III	TCH3-571687-2025	<b>BALAS NHS</b>
<b>262</b>	<b>EROLYN L. MOLINA</b>	TEACHER III	TCH3-571688-2025	<b>MALAYAL NHS</b>





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<b>263</b>	<b>SARAH MAE S. OBENZA</b>	TEACHER III	TCH3-571689-2025	<b>BALAS NHS</b>
<b>264</b>	<b>MARIA GLADYS C. MARAVILLO</b>	TEACHER III	TCH3-571690-2025	<b>BATAYAN NHS</b>
<b>265</b>	<b>YVONNE LYNN L. ENDERES</b>	TEACHER III	TCH3-571691-2025	<b>TALINGA NHS</b>
<b>266</b>	<b>RHODEL G. FELISARTA</b>	TEACHER III	TCH3-571692-2025	<b>MATIAS C. RANILLO NHS</b>
<b>267</b>	<b>NELFE O. SUMALPONG</b>	TEACHER III	TCH3-571693-2025	<b>GUTALAC NHS- MAMAWAN ANNEX</b>
<b>268</b>	<b>MARISOL A. DURAN</b>	TEACHER III	TCH3-571694-2025	<b>DON JOSE AGUIRRE NHS</b>
<b>269</b>	<b>JEAN D. MARAVILLAS</b>	TEACHER III	TCH3-571695-2025	<b>POLANCO NHS- LINGASAD EXT.</b>
<b>270</b>	<b>ALAIZA G. GOLOSINO</b>	TEACHER III	TCH3-571696-2025	<b>BALAS NHS</b>
<b>271</b>	<b>ARBEL JOHN A. TEVES</b>	TEACHER III	TCH3-571697-2025	<b>CELESTINO T. MONTAÑO SR. NHS</b>
<b>272</b>	<b>EUJELYN B. SAGUIN</b>	TEACHER III	TCH3-571698-2025	<b>SIANAN NHS</b>
<b>273</b>	<b>GARNETH ANGELIE C. BAGUIO</b>	TEACHER III	TCH3-571699-2025	<b>KALAWIT NHS</b>



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**Enclosure No. 2**

**LIST OF REQUIREMENTS FOR  
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**  
*Revised August 2025*

**Directions:**

- **Submit the CSC Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)**
- **Do not EDIT the enclosed Position Description Form. Fill out the ITEM NUMBER, WORK STATION (school assignment) and signed by the School Principal/PSDS.**

**"CSC Documents" *fastened in white paper folder:***

- A. 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2025)** 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 and [www.depedzn.net](http://www.depedzn.net))
- B. 1 copy** **Work Experience Sheet**
- C. 1 photocopy** of **PRC License** with attached printed verification of validity online at [prc.gov.ph](http://prc.gov.ph).
- D. 1 copy** Original **Oath of Office (Revised 2025)**, 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** (*print enclosed PDF to be signed by the School Principal/PSDS*)
- F. 1 photocopy** **TESDA National Certificate II** (*If Senior High Teacher II Position - TVL Track*)
- G. 1 photocopy** **TESDA National Certificate III** (*If Senior High Teacher III Position - TVL Track*)
- H. 1 photocopy** **TESDA Trainers Methodology Certificate I** (*If Senior High-TVL Track*)
- I. 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

**"201 DIVISION Documents" *Scan documents and save as PDF FILE (submit soft copy to the Incharge)***

- A. 1 copy** Original Oath of Office (Revised 2025), 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 2025) 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 and [www.depedzn.net](http://www.depedzn.net))
- C. 1 copy** **Work Experience Sheet**
- D. 1 copy** Original PDF (Position Description Form) Revised 2017 (*print enclosed PDF to be signed by the School Principal/PSDS*)
- E. 1 photocopy** PRC License with attached printed verification of validity online at [prc.gov.ph](http://prc.gov.ph).
- F. 1 copy** Designation Orders, if there's any
- G. 1 copy** **Latest** Notarized Sworn Statement of Assets and Liabilities
- H. 1 copy** Notices of Salary Adjustments/Step Increments
- I. 1 copy** **Form 211 Medical Certificate (Revised 2025)** with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- J. 1 copy** NBI Clearance
- K. 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- L. 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- M. Commendations/Awards or Copies of Disciplinary Actions** (if there's any)
- N. 1 copy** Latest IPCRF (SY 2024-2025)

**Note: *Please read and follow the instructions carefully.***

**Thank you! ☺**



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



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>School Principal IV</b></p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		<b>SG 22 STEP 1</b>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<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			
<b>5. DEPARTMENT / BRANCH / DIVISION</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 78,162.00	P 2, 000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
CID CHIEF		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
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 with 18 units + 6 units of Management	3 yrs as Principal	40 hours of relevant training	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
Self- Management, Professionalism & Ethics, Result Focus, Teamwork, Service Orientation & Innovation			ADVANCED
21f. Leadership Competencies			Competency Level
Oral Communication, Written communication & Computer/ ICT Skills			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
50%	Ensuring that academic policies and curriculum are followed		
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		
2%	Providing an atmosphere free of any bias in which students can 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.			
_____ <b>Signature Over Printed Name/Date</b>		_____ <b>Supervisor's Name, Date and Signature</b>	



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>School Principal III</b></p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		<b>SG 21 STEP 1</b>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 70,013.00	P 2, 000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
CID CHIEF		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
				<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
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 with 18 units + 6 units of Management	2 yrs as Principal	40 hours of relevant training	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
Self- Management, Professionalism & Ethics, Result Focus, Teamwork, Service Orientation & Innovation			ADVANCED
21f. Leadership Competencies			Competency Level
Oral Communication, Written communication & Computer/ ICT Skills			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
50%	Ensuring that academic policies and curriculum are followed		
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		
2%	Providing an atmosphere free of any bias in which students can 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.			
_____ <b>Signature Over Printed Name/Date</b>		_____ <b>Supervisor's Name, Date and Signature</b>	



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>  <b>HEAD TEACHER V</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 18 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input 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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 51,304.00	P 2,000.00/PERA		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
PUBLIC SCHOOLS DISTRICT SUPERVISOR		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>A head teacher typically has a wide range of responsibilities, which can include:</p> <p>Developing and implementing policies and procedures to meet the needs of students and teachers</p> <p>Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance</p> <p>Evaluating student progress and communicating with parents about any concerns</p> <p>Honoring individual student needs by creating an environment that is safe, supportive, and challenging</p> <p>Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships</p> <p>Maintaining records of student attendance, grades, behavior issues, and other pertinent information</p> <p>Managing funds and financial records to ensure fiscal responsibility</p> <p>Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning</p> <p>Planning lessons that align with state standards and meet students' diverse needs</p>			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 24 units for a Master's degree in Education or its equivalent	1 year as Head Teacher IV or 2 years as Head Teacher III	16 hours of relevant training	PBET;Teacher
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		ADVANCED
30%	Administrative Tasks		ADVANCED
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p>			
<p>_____ Signature Over Printed Name/Date</p>		<p>_____ Supervisor's Name, Date and Signature</p>	



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center;"><b>HEAD TEACHER IV</b></div>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 17 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 47,247.00	P 2,000.00/PERA		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
PUBLIC SCHOOLS DISTRICT SUPERVISOR		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
				<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					



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

A head teacher typically has a wide range of responsibilities, which can include:

Developing and implementing policies and procedures to meet the needs of students and teachers  
 Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance  
 Evaluating student progress and communicating with parents about any concerns  
 Honoring individual student needs by creating an environment that is safe, supportive, and challenging  
 Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships  
 Maintaining records of student attendance, grades, behavior issues, and other pertinent information  
 Managing funds and financial records to ensure fiscal responsibility  
 Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning  
 Planning lessons that align with state standards and meet students' diverse needs

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Education or Bachelor's Degree plus 18 professional units in Education; both with 18 units for a Master's degree in Education or its equivalent	1 year as Head Teacher III or 2 years as Head Teacher II or 5 years teaching experience	8 hours of relevant training	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		ADVANCED
30%	Administrative Tasks		ADVANCED

**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.

\_\_\_\_\_  
 Signature Over Printed Name/Date

\_\_\_\_\_  
 Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>HEAD TEACHER III</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			SG - 16 STEP 1		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				P 43,560.00	
				P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					



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

A head teacher typically has a wide range of responsibilities, which can include:

Developing and implementing policies and procedures to meet the needs of students and teachers  
 Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance  
 Evaluating student progress and communicating with parents about any concerns  
 Honoring individual student needs by creating an environment that is safe, supportive, and challenging  
 Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships  
 Maintaining records of student attendance, grades, behavior issues, and other pertinent information  
 Managing funds and financial records to ensure fiscal responsibility  
 Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning  
 Planning lessons that align with state standards and meet students' diverse needs

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED; or Bachelor's Degree with 18 professional education units	HT for two (2) years ;or TIC for two (2) years; or Teacher for five (5 ) years	24 hours of relevant training	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		ADVANCED
30%	Administrative Tasks		ADVANCED

**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.

\_\_\_\_\_  
 Signature Over Printed Name/Date

\_\_\_\_\_  
 Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>HEAD TEACHER II</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			SG - 15 STEP 1		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				P 40,024.00	
				P 2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.  Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.					



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

A head teacher typically has a wide range of responsibilities, which can include:

Developing and implementing policies and procedures to meet the needs of students and teachers

Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance

Evaluating student progress and communicating with parents about any concerns

Honoring individual student needs by creating an environment that is safe, supportive, and challenging

Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships

Maintaining records of student attendance, grades, behavior issues, and other pertinent information

Managing funds and financial records to ensure fiscal responsibility

Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning

Planning lessons that align with state standards and meet students' diverse needs

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED or Bachelor's Degree with 18 professional education units	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	24 hours of relevant training	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		ADVANCED
30%	Administrative Tasks		ADVANCED

**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.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center;"><b>HEAD TEACHER I</b></div>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 14 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 37,024.00	P 2,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
PUBLIC SCHOOLS DISTRICT SUPERVISOR		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					



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

A head teacher typically has a wide range of responsibilities, which can include:

Developing and implementing policies and procedures to meet the needs of students and teachers

Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance

Evaluating student progress and communicating with parents about any concerns

Honoring individual student needs by creating an environment that is safe, supportive, and challenging

Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships

Maintaining records of student attendance, grades, behavior issues, and other pertinent information

Managing funds and financial records to ensure fiscal responsibility

Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning

Planning lessons that align with state standards and meet students' diverse needs

**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	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

**21e. Core Competencies****Competency Level**

SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION

ADVANCED

**21f. Leadership Competencies****Competency Level**

ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS

ADVANCED

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time

(State the duties and responsibilities here:)

70%

Instructional Supervision

30%

Administrative Tasks

ADVANCED

**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.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <b>Master Teacher II</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 19 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality <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					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 56,390.00	P 2, 000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
PUBLIC SCHOOLS DISTRICT SUPERVISOR		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
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.	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET; Teacher

21e. Core Competencies	Competency Level
Self- Management, Professionalism & Ethics, Result Focus, Teamwork, Service Orientation & Innovation	ADVANCED
21f. Leadership Competencies	
Oral Communication, Written communication & Computer/ ICT Skills	

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

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>Master Teacher I</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		<b>SG 18 STEP 1</b>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality <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					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 51,304.00	P 2, 000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
PUBLIC SCHOOLS DISTRICT SUPERVISOR		SCHOOLS DIVISION SUPERINTENDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
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
<i>Self- Management, Professionalism &amp; Ethics, Result Focus, Teamwork, Service Orientation &amp; Innovation</i>
ADVANCED

**21f. Leadership Competencies**

Competency Level
<i>Oral Communication, Written communication &amp; Computer/ ICT Skills</i>
ADVANCED

**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	ADVANCED
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	
2%	Providing an atmosphere free of any bias in which students can 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.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>SPECIAL EDUCATION TEACHER III</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 16 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 43,560.00	P 2,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
SCHOOL PRINCIPAL		PUBLIC SCHOOLS DISTRICT SUPERVISOR			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A Special Education Teacher is an educator who specializes in teaching children with physical, mental, emotional, and learning disabilities. They develop tailored teaching plans, collaborate with parents and support staff, and assess students' progress to help them achieve important learning milestones.					

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

Facilitating lessons that cater for different learning needs and abilities of students with disabilities.  
 Providing support and guidance for students both academically and personally where necessary.  
 Respecting and promoting the dignity and inclusion of students with disabilities in the learning environment.  
 Preparing and designing lessons and activities that align with the learning goals and individualized education plans (IEPs) of students with disabilities.  
 Collaborating with other teachers, specialists, and parents to monitor and assess the progress and needs of students with disabilities.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Education with specialization in Special Education	2 years as Special Education Teacher	4 hours relevant training	PBET;Teacher
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		
30%	Administrative Tasks		

**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.

\_\_\_\_\_  
 Signature Over Printed Name/Date

\_\_\_\_\_  
 Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>SPECIAL EDUCATION TEACHER II</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			SG - 15 STEP 1		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 40,208.00		P 2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A Special Education Teacher is an educator who specializes in teaching children with physical, mental, emotional, and learning disabilities. They develop tailored teaching plans, collaborate with parents and support staff, and assess students' progress to help them achieve important learning milestones.					



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

Facilitating lessons that cater for different learning needs and abilities of students with disabilities.  
 Providing support and guidance for students both academically and personally where necessary.  
 Respecting and promoting the dignity and inclusion of students with disabilities in the learning environment.  
 Preparing and designing lessons and activities that align with the learning goals and individualized education plans (IEPs) of students with disabilities.  
 Collaborating with other teachers, specialists, and parents to monitor and assess the progress and needs of students with disabilities.

**21. QUALIFICATION STANDARDS**

21. CORE COMPETENCY STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Education with specialization in Special Education	1 year experience as Special Education Teacher	4 hours relevant trainin	PBET;Teacher
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		
30%	Administrative Tasks		

**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.

\_\_\_\_\_  
 Signature Over Printed Name/Date

\_\_\_\_\_  
 Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>SPECIAL EDUCATION TEACHER I</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 14 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
DEPARTMENT OF EDUCATION		REGIONAL OFFICE IX-ZAMBOANGA PENINSULA			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P 37,024.00	P 2,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
SCHOOL PRINCIPAL		PUBLIC SCHOOLS DISTRICT SUPERVISOR			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A Special Education Teacher is an educator who specializes in teaching children with physical, mental, emotional, and learning disabilities. They develop tailored teaching plans, collaborate with parents and support staff, and assess students' progress to help them achieve important learning milestones.					



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

Facilitating lessons that cater for different learning needs and abilities of students with disabilities.  
Providing support and guidance for students both academically and personally where necessary.  
Respecting and promoting the dignity and inclusion of students with disabilities in the learning environment.  
Preparing and designing lessons and activities that align with the learning goals and individualized education plans (IEPs) of students with disabilities.  
Collaborating with other teachers, specialists, and parents to monitor and assess the progress and needs of students with disabilities.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		
30%	Administrative Tasks		

**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.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>Teacher III</b></p>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			Salary Grade 13, Step 1		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 34,421.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>Teacher Responsibilities:</p> <p>Develop and issue educational content including notes, tests, and assignments.</p> <ul style="list-style-type: none"> <li>• Supervise classes to ensure all students are learning in a safe and productive environment.</li> <li>• Organize supplies and resources for lectures and presentations.</li> <li>• Deliver personalized instruction to each student by encouraging interactive learning.</li> <li>• Plan and implement educational activities and events.</li> <li>• Ensure your classroom is clean and orderly.</li> <li>• Prepare and distribute periodic progress reports and semester report cards.</li> <li>• Attend parent-teacher meetings.</li> <li>• Evaluate and document students' progress.</li> <li>• Allocate and grade homework, assignments, and tests.</li> </ul>			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED or Bachelor's degree plus 18 professional units in education with appropriate major	2 years relevant experience	None Required	PBET;Teacher
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Actual Teaching		
30%	Paper Works		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p>			
<p>_____ Signature Over Printed Name/Date</p>		<p>_____ Supervisor's Name, Date and Signature</p>	



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>Teacher III</b> <b>(SENIOR HIGH)</b></p>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			Salary Grade 13, Step 1		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input 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 type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 34,421.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>Teacher Responsibilities:</p> <p>Develop and issue educational content including notes, tests, and assignments.</p> <ul style="list-style-type: none"> <li>• Supervise classes to ensure all students are learning in a safe and productive environment.</li> <li>• Organize supplies and resources for lectures and presentations.</li> <li>• Deliver personalized instruction to each student by encouraging interactive learning.</li> <li>• Plan and implement educational activities and events.</li> <li>• Ensure your classroom is clean and orderly.</li> <li>• Prepare and distribute periodic progress reports and semester report cards.</li> <li>• Attend parent-teacher meetings.</li> <li>• Evaluate and document students' progress.</li> <li>• Allocate and grade homework, assignments, and tests.</li> </ul>			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
<p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's Degree in relevant strand/subject; TVL Track: Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization</p>	<p>1 year relevant teaching/ industry work experience</p>	<p>Academic Track: 4 hours of training relevant to the subject area specialization TVL Track: At least NC III + TMC I Appropriate to the specialization</p>	<p>PBET; Teacher</p>
21e. Core Competencies			Competency Level
<p>SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION</p>			<p>ADVANCED</p>
21f. Leadership Competencies			Competency Level
<p>ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS</p>			<p>ADVANCED</p>
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		<p>ADVANCED</p>
70%	Actual Teaching		
30%	Paper Works		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p>			
<p>_____ Signature Over Printed Name/Date</p>		<p>_____ Supervisor's Name, Date and Signature</p>	



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>Teacher II</b></p>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			Salary Grade 12, Step 1		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P32,245.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					



**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)****Teacher Responsibilities:**

Develop and issue educational content including notes, tests, and assignments.

- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events.
- Ensure your classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings.
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED or Bachelor's degree plus 18 professional units in education with appropriate major	1 year relevant experience	None Required	PBET: Teacher

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	INTERMEDIATE

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	INTERMEDIATE

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	INTERMEDIATE
70%	Actual Teaching	
30%	Paper Works	

**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.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature