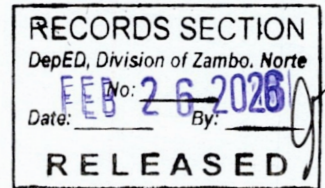




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

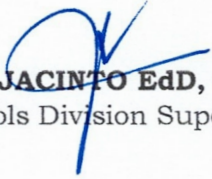
February 26, 2026

Division Memorandum
No. 130, s. 2026

**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 Items 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 **March 05, 2026**.
2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
4. Immediate and widest dissemination of this memorandum is desired.


MAJARANI M. JACINTO EdD, CESO V
Office of the Schools Division Superintendent

Encl: As stated

PERSONNEL/ cjj/ DM- SubmitPertinentPapersforAppointment
0000005-2026/022262026



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



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Enclosure No. 1

S/N	NAME OF APPOINTEE	POSITION TITLE	ITEM NUMBER	SCHOOL/DISTRICT
KINDERGARTEN				
1.	TACLAP, MA. HELEN B.	TEACHER IV	TCH4-570109-2026	Jose Ochotorena ES Katipunan I District
2.	POTOY, CRISTITA B.	TEACHER IV	TCH4-570112-2026	Lomogom ES Godod District
3.	DENOLAN, MA. CHARISMA I.	TEACHER V	TCH5-570094-2026	Bartolome Aripal ES Manukan I District
4.	MARMAY, JEANNETTE C.	TEACHER VI	TCH6-570006-2026	Sindangan Pilot Demonstration School Sindangan Central District
5.	NIEVES, AILEEN C.	TEACHER VI	TCH6-570010-2026	Sindangan Pilot Demonstration School Sindangan Central District
6.	GUMA-AT, MARITES V.	TEACHER VI	TCH6-570021-2026	Buyos ES Sindangan Central District
7.	DANIEL, JOAN A.	TEACHER IV	TCH4-570093-2026	Sitoy ES Manukan I District
8.	YBAÑEZ, MARY JEAN M.	TEACHER IV	TCH4-570094-2026	Bartolome Aripal ES Manukan I District
9.	REGAÑON, CHUCHIE T.	TEACHER VI	TCH6-570277-2026	Rambon ES Godod District
10.	CABALES JR, SIMEON A.	TEACHER IV	TCH4-570083-2026	Apolonio Molina IS Sindangan Central District
ELEMENTARY				
11.	MALOLOY ON, AILEEN GRACE C.	TEACHER IV	TCH4-570102-2026	Tambalang ES Salug I District
12.	TABUDLONG, JESTONIE B.	TEACHER IV	TCH4-570103-2026	Carupay ES Katipunan I District



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13.	CIANO, MARY JEAN S.	TEACHER IV	TCH4- 570104- 2026	Jose Ochotorena ES Katipunan I District
14.	IMPERIAL, ILINE E.	TEACHER IV	TCH4- 570105- 2026	Mias ES Katipunan I District
15.	LUMANAO, VIRGO L.	TEACHER IV	TCH4- 570106- 2026	ALS Manukan I District
16.	UY, RAYMOND Q.	TEACHER V	TCH5- 570084- 2026	Disakan ES Manukan I District
17.	DANO, ALCRIS M.	TEACHER IV	TCH4- 570107- 2026	Jose Gayapa Jr. ES Katipunan I District
18.	MALUNJAO, LYNNIE C.	TEACHER IV	TCH4- 570108- 2026	Bulawan IS Katipunan I District
19.	PILLAZO, FELICITAS O.	TEACHER V	TCH5- 57085-2026	Dr. Jose Rizal ES Katipunan I District
20.	BACULIO, EVA S.	TEACHER VI	TCH6- 570332- 2026	Gusa ES Sindangan Central District
21.	RETES, RHYS R.	TEACHER V	TCH5- 570086- 2026	Sitoy ES Manukan I District
22.	TUBILLARA, JENELYN L.	TEACHER V	TCH5- 570087- 2026	Manukan East CS Manukan I District
23.	DALMACIO, MARILOU G.	TEACHER V	TCH5- 570088- 2026	Manukan West CS Manukan I District
24.	QUIJANO, EDITHA T.	TEACHER IV	TCH4- 570110- 2026	Jose Ochotorena ES Katipunan I District
25.	EGUIA, RHEA LUNA M.	TEACHER IV	TCH4- 570111- 2026	Dr. Jose Rizal ES Katipunan I District
26.	ANIÑON, GENNA M.	TEACHER V	TCH5- 570089- 2026	Patunan ES Manukan I District
27.	TOTAO, AILYN D.	TEACHER V	TCH5- 570090- 2026	Disakan ES Manukan I District
28.	MARCERA, MARY ANN B.	TEACHER V	TCH5- 570091- 2026	Bartolome Aripal ES Manukan I District
29.	COMISAS, JOEL G.	TEACHER IV	TCH4- 570113- 2026	Canatuan ES Siocon District



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30.	MALANDAY, NOVA R.	TEACHER V	TCH5- 570092- 2026	Bartolome Aripal ES Manukan I District
31.	ALVARADO, CHIELA D.	TEACHER IV	TCH4- 570114- 2026	Bunawan ES Godod District
32.	JALONG, MELONA A.	TEACHER V	TCH5- 570093- 2026	Dipolod ES Salug II District
33.	RUBIA, JEZREEL R.	TEACHER V	TCH5- 570095- 2026	Disakan ES Manukan I District
34.	SOMODA, NANCY B.	TEACHER IV	TCH4- 570115- 2026	Mias ES Katipunan I District
35.	EDEM, NELYN T.	TEACHER IV	TCH4- 570116- 2026	Mias ES Katipunan I District
36.	VILLARUZ, JUANITA S.	TEACHER V	TCH5- 570096- 2026	Serongan ES Manukan I District
37.	DE LOS NIEVES, MARILOU B.	TEACHER V	TCH5- 570097- 2026	Patunan ES Manukan I District
38.	ALIÑO, ZENAIDA R.	TEACHER IV	TCH4- 570001- 2026	Mias ES Katipunan I District
39.	FALCONETE, ELMA T.	TEACHER IV	TCH4- 570002- 2026	Jose Ochotorena ES Katipunan I District
40.	PASCO, VILMA L.	TEACHER V	TCH5- 570003- 2026	Liguac ES Salug I District
41.	CASAVARDE, GAY A.	TEACHER VI	TCH6- 570004- 2026	Sindangan SPED Sindangan Central District
42.	JARMIN, NIEZEL M.	TEACHER VI	TCH6- 570005- 2026	Sindangan Pilot Demonstration School Sindangan Central District
43.	ORROSUELO, DORILYN H.	TEACHER VI	TCH6- 570007- 2026	Sindangan Pilot Demonstration School Sindangan Central District
44.	ALIMBANG, ESTER D.	TEACHER VI	TCH6- 570008- 2026	Binuangan ES Sindangan Central District
45.	DORIMON, ROVELYN Z.	TEACHER VI	TCH6- 570009- 2026	La Concepcion ES



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				Sindangan Central District
46.	RAYA, CHERLIZA S.	TEACHER V	TCH5-570004-2026	Layawan ES Sindangan Central District
47.	EMPASIS, SHEILAH YVONNEY R.	TEACHER VI	TCH6-570011-2026	Binuangan ES Sindangan Central District
48.	ALICMAN, CRISVIAN B.	TEACHER VI	TCH6-570012-2026	Dicoyong ES Sindangan Central District
49.	MENDOZA, KAREN L.	TEACHER VI	TCH6-570013-2026	Siocon CS Siocon District
50.	REQUILME, LYNETTE G.	TEACHER VI	TCH6-570014-2026	Enrique C. Nueva IS Sindangan Central District
51.	BONGOLTO, JENEZA M.	TEACHER VI	TCH6-570015-2026	Sindangan Pilot Demonstration School Sindangan Central District
52.	BAROY, LETICIA J.	TEACHER VI	TCH6-570016-2026	Sindangan Pilot Demonstration School Sindangan Central District
53.	LIHAYLIHAY, NIEVES C.	TEACHER V	TCH5-570005-2026	Balakan ES Salug I District
54.	CASTILLO, SHIELA S.	TEACHER VI	TCH6-570017-2026	Sindangan Pilot Demonstration School Sindangan Central District
55.	ELUMBARING, EMERITA V.	TEACHER VI	TCH6-570018-2026	Sindangan Pilot Demonstration School Sindangan Central District
56.	MIGUEL, MARIO L.	TEACHER IV	TCH4-570003-2026	Matam ES Katipunan I District
57.	UTOTALUM, IVIE GIRL L.	TEACHER VI	TCH6-570019-2026	Sindangan Pilot Demonstration School Sindangan Central District





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58.	SEDROME, GLENYS L.	TEACHER IV	TCH4-570004-2026	Mias ES Katipunan I District
59.	SIANO, MARIVIC N.	TEACHER VI	TCH6-570020-2026	Concepcion ES Kalawit District
60.	PASCULADO, JENNIFER P.	TEACHER VI	TCH6-570022-2026	Enrique C. Nueva IS Sindangan Central District
61.	GENOBATEN, MELBA S.	TEACHER IV	TCH4-570005-2026	Mias ES Katipunan I District
62.	LAGARE, WILMA D.	TEACHER V	TCH5-570006-2026	Liguac ES Salug I District
63.	CABALIDA, EVANGELINE C.	TEACHER VI	TCH6-570023-2026	Maganong ES Polanco I District
64.	CLORIBEL, NIEZEL B.	TEACHER VI	TCH6-570024-2026	Siocon CS Siocon District
65.	HESOLER, EDITHO D.	TEACHER VI	TCH6-570309-2026	Tinaplan IS Sindangan South District
66.	QUIPTE, LALAIN B.	TEACHER VI	TCH6-570310-2026	Bacong CS Salug II District
67.	REGENCIA, LIZA G.	TEACHER VI	TCH6-570311-2026	Ramon Magsaysay ES Salug II District
68.	GRAPA, ROGIELYN E.	TEACHER VI	TCH6-570312-2026	Dicoyong ES Sindangan Central District
69.	ASIDRE, MESECHIZA C.	TEACHER VI	TCH6-570313-2026	Ramon Magsaysay ES Salug II District
70.	GALLEPOSO, MELLIE C.	TEACHER VI	TCH6-57014-2026	Bacong CS Salug II District
71.	PAÑALES, MA. ENFAMIL G.	TEACHER VI	TCH6-57015-2026	Lope J Añana ES Salug II District
72.	ALBON, TERESA B.	TEACHER VI	TCH6-57016-2026	Pukay ES Salug II District
73.	CODILLA, ELIZABETH P.	TEACHER VI	TCH6-57017-2026	Sto. Niño ES Salug II District
74.	TAGAPAN, MONITA G.	TEACHER VI	TCH6-57018-2026	Patunan ES Manukan I District
75.	AMILUSIN, MUTCHA A.	TEACHER VI	TCH6-57019-2026	Caracol ES Salug II District
76.	DUMASAPAL, ROWENA A.	TEACHER VI	TCH6-57020-2026	Suisayan ES Manukan I District



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77.	CATIPAY, PRELYN B.	TEACHER VI	TCH6-57021-2026	Manukan West CS Manukan I District
78.	MANGAN, TALHATA A.	TEACHER VI	TCH6-57022-2026	Raba ES Godod District
79.	BELARMINO, ADYLENN O.	TEACHER VI	TCH6-57023-2026	Sto. Niño ES Salug II District
80.	SABAC, GERNEFLO P.	TEACHER VI	TCH6-57024-2026	Sto. Niño ES Salug II District
81.	LAPUT, ROSEFE P.	TEACHER VI	TCH6-57025-2026	Raba ES Godod District
82.	DECIERDO, ARLYN C.	TEACHER VI	TCH6-57026-2026	Manukan West CS Manukan I District
83.	BARBARONA, MERCEDES C.	TEACHER VI	TCH6-57027-2026	Lope J Añana ES Salug II District
84.	TUY, WELLA U.	TEACHER VI	TCH6-57028-2026	Manukan West CS Manukan I District
85.	DICHOSA, MARIBEL A.	TEACHER VI	TCH6-57029-2026	Pukay ES Salug II District
86.	CAVAN, MARIEJOY T.	TEACHER VI	TCH6-57030-2026	Bacong CS Salug II District
87.	BANGGOT, ADAIYA R.	TEACHER VI	TCH6-57031-2026	Raba ES Godod District
88.	AMANDIA, MARIECOR E.	TEACHER IV	TCH4-570095-2026	Carupay ES Katipunan I District
89.	GUITARTE, GENELYN A.	TEACHER IV	TCH4-570121-2026	Lingasad ES Polanco I District
90.	GUMIGUIN, VIVIAN M.	TEACHER IV	TCH4-570097-2026	Balok ES Katipunan I District
91.	CABRERA, RICHEL P.	TEACHER IV	TCH4-570098-2026	Carupay ES Katipunan I District
92.	MAMANDA, NILSON E.	TEACHER IV	TCH4-570099-2026	Balok ES Katipunan I District
93.	OLI, PHEBES T.	TEACHER IV	TCH4-570100-2026	Carupay ES Katipunan I District
94.	CHIPOCO, MYRNA FE M.	TEACHER IV	TCH4-570101-2026	Miatan ES Katipunan I District
95.	DUHIG, MILAGROS G.	TEACHER VI	TCH6-570296-2026	Tampilisan CS Tampilisan District
96.	BAGO, MARIBEL B.	TEACHER VI	TCH6-570297-2026	Galingon ES Tampilisan District



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97.	DIZON, EMMA C.	TEACHER VI	TCH6-570298-2026	Tampilisan CS Tampilisan District
98.	TOTAO, NIÑA ROSS C.	TEACHER IV	TCH4-570084-2026	Disakan ES Manukan I District
99.	BALANSAG, MARICAR E.	TEACHER VI	TCH6-570299-2026	Tubod ES Tampilisan District
100.	SIATON, JOANA MARIE B.	TEACHER VI	TCH6-570300-2026	Banbanan ES Tampilisan District
101.	BATION, RODALYN J.	TEACHER VI	TCH6-570301-2026	Tampilisan CS Tampilisan District
102.	LOMOCOSO, LENIE C.	TEACHER VI	TCH6-570302-2026	Lumbayao ES Tampilisan District
103.	ESTOLOGA, ELIZABETH C.	TEACHER IV	TCH4-570085-2026	Suisayan ES Manukan I District
104.	NAPIGKIT, ABIGAIL R.	TEACHER VI	TCH6-570303-2026	Tampilisan CS Tampilisan District
105.	ANTIORTA, LORNA E.	TEACHER VI	TCH6-570304-2026	Lumbayao ES Tampilisan District
106.	CAÑETE, MARIEL M.	TEACHER VI	TCH6-570305-2026	Tubod ES Tampilisan District
107.	BALILI, DARLYN S.	TEACHER VI	TCH6-570306-2026	Tampilisan CS Tampilisan District
108.	BATERNA, NERESA B.	TEACHER VI	TCH6-570307-2026	New Dapitan ES Tampilisan District
109.	RETES, AUDREY D.	TEACHER IV	TCH4-570086-2026	Patagan ES Manukan I District
110.	MANGOMPIT, ARLENE P.	TEACHER VI	TCH6-570308-2026	Isis ES Polanco I District
111.	DADULA, GLORINA O.	TEACHER IV	TCH4-570087-2026	Bartolome Aripal ES Manukan I District
112.	ESCABARTE, IVONNE B.	TEACHER IV	TCH4-570088-2026	Suisayan ES Manukan I District
113.	INCIO, SALOMA S.	TEACHER IV	TCH4-570089-2026	Bartolome Aripal ES Manukan I District



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114.	LOPEZ, ALDRIN D.	TEACHER IV	TCH4-570090-2026	Patunan ES Manukan I District
115.	BUHIAN, MADELYN B.	TEACHER IV	TCH4-570091-2026	Bartolome Aripal ES Manukan I District
116.	OBRA, MANILYN T.	TEACHER IV	TCH4-570064-2026	Lu Tian Po ES Siocon District
117.	DIALO, RITCHEL E.	TEACHER IV	TCH4-570092-2026	Bartolome Aripal ES Manukan I District
118.	MERIDA, ANALYN B.	TEACHER III	TCH3-570065-2026	Kaluca IS Salug I District
119.	VILLON, ANITA B.	TEACHER VI	TCH6-570278-2026	Apolonio Molina IS Sindangan Central District
120.	LAGARE, LOUCHE S.	TEACHER VI	TCH6-570279-2026	Guisapong ES Godod District
121.	PORSUELO, CECIL B.	TEACHER VI	TCH6-570280-2026	SNAIS Sindangan Central District
122.	ESCUADRO, ANALIZA C.	TEACHER V	TCH5-570081-2026	Bitoon ES Sindangan Central District
123.	DUROPAN, JOCELYN A.	TEACHER VI	TCH6-570281-2026	Godod CS Godod District
124.	BORLING, MELDRID E.	TEACHER VI	TCH6-570282-2026	Rambon ES Godod District
125.	GAHISAN, RITCHEL P.	TEACHER VI	TCH6-570283-2026	Rambon ES Godod District
126.	ENOJO, NILDA V.	TEACHER VI	TCH6-570284-2026	Godod CS Godod District
127.	ESPACIO, JEANNIE ROSE J.	TEACHER IV	TCH4-570076-2026	Mambong IS Siocon District
128.	BRILLANTES, ROSEMARIE A.	TEACHER VI	TCH6-570285-2026	Siocon CS Siocon District
129.	BORLING-DANGASE, KRIS IVY D.	TEACHER VI	TCH6-570286-2026	Guisapong ES Godod District
130.	IMBO, ANNA MARIE G.	TEACHER IV	TCH4-570077-2026	Cuyan ES Siocon District



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131.	JUMAPIT, JOBERT M.	TEACHER IV	TCH4-570078-2026	Dabiak ES Katipunan I District
132.	ABELLAR, GIA CARA P.	TEACHER VI	TCH6-570287-2026	Dipopor ES Godod District
133.	ANTIPUESTO, MATILDE M.	TEACHER VI	TCH6-570288-2026	Apolonio Molina IS Sindangan Central District
134.	GAYAPA, LOVELYN R.	TEACHER V	TCH5-570082-2026	Balok ES Sindangan Central District
135.	BERMUDEZ, MYRALONA M.	TEACHER VI	TCH6-570289-2026	Godod CS Godod District
136.	JUMUAD, GILDO C.	TEACHER VI	TCH6-570290-2026	Apolonio Molina IS Sindangan Central District
137.	ALBORIA, OPHELIA C.	TEACHER V	TCH5-570083-2026	SNAIS Sindangan Central District
138.	CARAMPATAN, MYRNA B.	TEACHER VI	TCH6-570291-2026	Guisapong ES Godod District
139.	ENARIO, ERIC L.	TEACHER VI	TCH6-570292-2026	Godod CS Godod District
140.	TINDOG, SALACIA T.	TEACHER VI	TCH6-570293-2026	ALS Godod District
141.	AJERO, HAZEL PAMELA C.	TEACHER VI	TCH6-570294-2026	Dipopor ES Godod District
142.	MENDIOLA, JANET R.	TEACHER IV	TCH4-570079-2026	S. Cabral ES Siocon District
143.	CASALTA, HELEN M.	TEACHER VI	TCH6-570295-2026	Sarawagan ES Godod District
144.	SALAC, ARCITA C.	TEACHER IV	TCH4-570080-2026	Kitonok PS Katipunan I District
145.	BOKINGKITO, CERELLE V.	TEACHER IV	TCH4-570081-2026	Maligay ES Polanco II District
146.	ALCALDE, ELENITA F.	TEACHER IV	TCH4-570082-2026	Dicoyong ES Sindangan Central District



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SENIOR HIGH				
147.	PIÑERO, MARIE PHER A.	TEACHER VI	TCH6-570336-2026	SNAIS
148.	BILLONES, ROLYN R.	TEACHER VI	TCH6-570337-2026	SNAIS
149.	DENZON, JOSE JEROME M.	TEACHER III	TCH3-570085-2026	SNAIS
150.	ONGCOY, THERESE JUNE L.	TEACHER III	TCH3-570086-2026	SNAIS
151.	DUBLICO, KRIZLEEN MAY A.	TEACHER III	TCH3-570087-2026	SNAIS
152.	ALMONTE, MARK LUTHER A.	TEACHER III	TCH3-570088-2026	SNAIS
153.	LAGARE, ERWIN G.	TEACHER IV	TCH4-570120-2026	Binoni NHS
JUNIOR HIGH				
154.	BAYAWA, MIRAFLOR D.	TEACHER IV	TCH4-570075-2026	Bacong NHS
155.	VILLALBA, JOAN L.	TEACHER IV	TCH4-570026-2026	Bulawan IS
156.	TIMTIM, NOMIE M.	TEACHER VI	TCH6-570276-2026	Balakan NHS
157.	LEGADOS, JEAN ANTONIET A.	TEACHER VI	TCH6-570059-2026	Bartolome Aripal MNHS
158.	MATEO, JOVELYN I.	TEACHER V	TCH5-570079-2026	Bartolome Aripal MNHS
159.	GARING, PETER S.	TEACHER IV	TCH4-570023-2026	Godod NHS
160.	LABAD, ROCHE G.	TEACHER IV	TCH4-570024-2026	Godod NHS
161.	SUMAGANG, DIVINA B.	TEACHER V	TCH5-570080-2026	Sianan NHS

AK



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 Email: zn.division@deped.gov.ph Website: www.depedzn.net
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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162.	BERMUDEZ, RINA FEL P.	TEACHER IV	TCH4-570025-2026	Sianan NHS
163.	LUMASAY, GELYN M.	TEACHER IV	TCH4-570030-2026	Sianan NHS
164.	MAGALSO, FAITH O.	TEACHER VI	TCH6-570060-2026	Siari John H. Roemer NHS
165.	URSONAL, FREYA L.	TEACHER VI	TCH6-570061-2026	Siari John H. Roemer NHS
166.	PACULANANG, NEIL KARL C.	TEACHER VI	TCH6-570062-2026	Siari John H. Roemer NHS
167.	BLANCO, MAY D.	TEACHER VI	TCH6-570063-2026	Siari John H. Roemer NHS
168.	YOSORES, RENALYN B.	TEACHER IV	TCH4-570031-2026	Siari John H. Roemer NHS
169.	DE LA PEÑA, JUBERT R.	TEACHER IV	TCH4-570013-2026	Canatuan NHS
170.	FELLONE, MA. ELJOY B.	TEACHER IV	TCH4-570014-2026	Canatuan NHS
171.	SARACHO, CLAIRE C.	TEACHER IV	TCH4-570015-2026	Sta. Maria NHS
172.	EJUSA, BLESS JOY C.	TEACHER IV	TCH4-570016-2026	Sta. Maria NHS
173.	MAYOLA, MARCELA T.	TEACHER IV	TCH4-570017-2026	Sta. Maria NHS
174.	VILLANUEVA, RONNEL J.	TEACHER IV	TCH4-570018-2026	Sta. Maria NHS
175.	BILLONES, MARIELLE ANN L.	TEACHER IV	TCH4-570019-2026	Sta. Maria NHS
176.	GARFIN, RONETTE C.	TEACHER IV	TCH4-570020-2026	Sta. Maria NHS
177.	HERNANE, MARY ROSE E.	TEACHER III	TCH3-570021-2026	Sta. Maria NHS



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

178.	BAYON, ALLENE KEAVENEY V.	TEACHER V	TCH5- 570077- 2026	Tampilisan NHS
179.	BALASUELA, VINE E.	TEACHER III	TCH3- 570026- 2026	Tampilisan NHS
180.	AÑABIZA, JULIETA P.	TEACHER III	TCH3- 570022- 2026	Situbo NHS
181.	PADILLA, REYNA MAE C.	TEACHER IV	TCH4- 570066- 2026	Apolonio Molina IS
182.	NOMO JR, SERGIO C.	TEACHER VI	TCH6- 570266- 2026	Dohinob NHS
183.	EMIT, CAROL II R.	TEACHER VI	TCH6- 570267- 2026	Dohinob NHS
184.	LAGARE, ARVI L.	TEACHER VI	TCH6- 570268- 2026	Dohinob NHS
185.	BERNARDINO, ELIZABETH S.	TEACHER V	TCH5- 570007- 2026	Liloy NHS
186.	DUPOL, DOMINGO JR P.	TEACHER V	TCH5- 570008- 2026	Liloy NHS
187.	ESCUADRO, RONALYN B.	TEACHER V	TCH5- 570009- 2026	Liloy NHS
188.	MARAVILLES, GERZEL O.	TEACHER V	TCH5- 570010- 2026	Liloy NHS
189.	CAINGCOY, VILMA M.	TEACHER IV	TCH4- 570006- 2026	Liloy NHS
190.	JAKOSALEM, JOCYL D.	TEACHER IV	TCH4- 570007- 2026	Liloy NHS
191.	BORRES, JANN DARBETH F.	TEACHER IV	TCH4- 570008- 2026	Liloy NHS
192.	VISANDE, VANESSA JANE B.	TEACHER IV	TCH4- 570009- 2026	Liloy NHS
193.	MONTEZON, MAY B.	TEACHER IV	TCH4- 570010- 2026	Liloy NHS



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

194.	RONE, ANDRES T.	TEACHER IV	TCH4-570011-2026	Liloy NHS
195.	ESCUADRO, GARLO L.	TEACHER IV	TCH4-570012-2026	Liloy NHS
196.	TORREVILLAS, MARY HOPE A..	TEACHER V	TCH5-570078-2026	Manukan NHS
197.	VALLECER, RITCHIE ANN H.	TEACHER IV	TCH4-570027-2026	Manukan NHS
198.	JATICO, JARVE S.	TEACHER IV	TCH4-570028-2026	Manukan NHS
199.	PACAS, BENJIE L.	TEACHER IV	TCH4-570070-2026	Manukan NHS
200.	LLENES, JUBITA A.	TEACHER VI	TCH6-570271-2026	Salug NHS
201.	FULLERO, RACHEL ANNE V.	TEACHER VI	TCH6-570272-2026	Salug NHS
202.	DELA CRUZ, DIVINA B.	TEACHER IV	TCH4-570067-2026	Salug NHS
203.	BUZON, ALLEN JUNE M.	TEACHER IV	TCH4-570068-2026	Salug NHS
204.	LUCHING, MICHELLE P.	TEACHER IV	TCH4-570069-2026	Salug NHS
205.	QUIRANTE, ROLAND M.	TEACHER III	TCH3-570063-2026	Salug NHS
206.	VILLASAWA, EMMELINE S.	TEACHER VI	TCH6-570269-2026	SNAIS
207.	GUANSING, FEDELINA R.	TEACHER VI	TCH6-570270-2026	SNAIS
208.	BANGLOS, NICK D.	TEACHER III	TCH3-570061-2026	SNAIS
209.	RECESIO, ANNIE RUTH A.	TEACHER III	TCH3-570062-2026	SNAIS



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

210.	NELMIDA, MARY CRISTINE G.	TEACHER VI	TCH6- 570273- 2026	Siocon NHS
211.	SALCEDO, RACHELLE B.	TEACHER VI	TCH6- 570274- 2026	Siocon NHS
212.	LEMITARES, CAROLYN L.	TEACHER VI	TCH6- 570275- 2026	Siocon NHS
213.	REYES, HIVY R.	TEACHER IV	TCH4- 570071- 2026	Siocon NHS
214.	ARTIGAS, CLEOPATRA M.	TEACHER III	TCH3- 570025- 2026	Siocon NHS
215.	ESMAEL, RAYYANA W.	TEACHER IV	TCH4- 570021- 2026	Julian Soriano MCHS
216.	TANOCO, REAGAN S.	TEACHER IV	TCH4- 570022- 2026	Julian Soriano MCHS
217.	ROSALEM, JACQUELINE L.	TEACHER III	TCH3- 570023- 2026	Julian Soriano MCHS
218.	MALON, CARSUM P.	TEACHER III	TCH3- 570024- 2026	Julian Soriano MCHS



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**
Revised February 2026

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.**
- **Scan 201 file Division documents and save as PDF FILE (submit hard and soft copy to the 201 file In-charge)**
- **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.depedzn.net.** Please take note of the revised forms 2025.
- **Do not EDIT the enclosed Position Description Form (PDF). Fill out ONLY the 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 No. 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 depedzn.net)*
- B. 1 copy** Original **Work Experience Sheet**
- C. 1 photocopy** **PRC LICENSE.**
- D. 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- E. 1 copy** Original **Position Description Form (PDF) Revised 2017** (print enclosed PDF to be signed by the Principal or PSDS).
- F. 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 **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- B. 1 copy** Original Notarized **CSC Form No. 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 depedzn.net)*
- C. 1 copy** Original **Work Experience Sheet**
- D. 1 copy** Original **Position Description Form (PDF) Revised 2017** (print enclosed PDF to be signed by the Principal and PSDS)
- E. 1 photocopy** **PRC LICENSE.**
- 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 2025-2025)

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 Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Teacher III			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 13, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		P 34,421.00		P 2,000.00/PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Occasional			Occasional	Frequent	
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>		<input 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"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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. <ul style="list-style-type: none"> • 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
Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	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
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		ADVANCED
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	

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Teacher III <i>(SENIOR HIGH - Academic Track & Core Subjects)</i>			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 13, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION
				P 34,421.00	P 2,000.00/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
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"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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
Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree 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	2 years experience in teaching/ or industry work in relevant strand/subject	Academic Track: 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	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:

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

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Teacher IV			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 14, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		P 38,764.00		P 2,000.00/PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
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"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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
Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	3 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years OR Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	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
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
70%	Actual Teaching	
30%	Paper Works	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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Signature Over Printed Name/Date

Supervisor's Name, Date and Signature

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <p style="text-align: center;">Teacher IV <i>(SENIOR HIGH - Academic Track & Core Subjects)</i></p>			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 14, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION
				P 38,764.00	P 2,000.00/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
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"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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)

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 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
Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or Bachelor's degree with at least 18 units towards Master's degree in relevant strand/subject plus 18 professional units in Education OR Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject	3 years experience in teaching OR industry work in relevant strand/subject	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years OR Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	PBET;Teacher

21e. Core Competencies **Competency Level**

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

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**

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <p style="text-align: center;">Teacher V</p>			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 15, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		P42,178.00		P 2,000.00/PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Occasional	Frequent	Occasional	Frequent		
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"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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
Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years OR Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	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:

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

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Teacher V <i>(SENIOR HIGH - Academic Track & Core Subjects)</i>			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 15, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		P42,178.00		P 2,000.00/PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Occasional				Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>		<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Staff	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Others (Please Specify): _____	
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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
Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education OR Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 24 units towards Master's degree in the relevant strand/subject	3 years experience in teaching OR industry work in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years OR Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	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:

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

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Teacher VI			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 16, Step 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		P45,694.00		P 2,000.00/PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		General Public	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
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.					

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
 (Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

Teacher VI
(SENIOR HIGH - Academic Track & Core Subjects)

2. ITEM NUMBER

3. SALARY GRADE

Salary Grade 16, Step 1

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- Province
 City
 Municipality

- 1st Class
 2nd Class
 3rd Class
 4th Class

- 5th Class
 6th Class
 Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

DEPARTMENT OF EDUCATION

6. BUREAU OR OFFICE

REGIONAL OFFICE IX-ZAMBOANGA PENINSULA

7. DEPARTMENT / BRANCH / DIVISION

DIVISION OF ZAMBOANGA DEL NORTE

8. WORKSTATION / PLACE OF WORK

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P45,694.00

P 2,000.00/PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

SCHOOL PRINCIPAL

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

PUBLIC SCHOOLS DISTRICT SUPERVISOR

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____		

18. WORKING CONDITION

- | | | | |
|-------------|-------------------------------------|-------------------------------------|--------------------------|
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) |
| Field Work | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

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. <ul style="list-style-type: none"> • 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
Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 30 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education OR Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with atleast 30 units towards Master's degree in the relevant strand/subject	4 years experience in teaching or industry work in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years OR Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	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
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		ADVANCED
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	