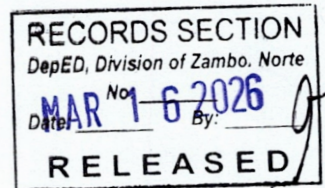




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

March 16, 2026

Division Memorandum  
No. 167, s. 2026

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT**

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

1. With the approval of the Plotting Worksheet of **Newly Hired Teachers**, 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 23, 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](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**  
Office of the Schools Division Superintendent

Encl: As stated

PERSONNEL/cij/DM- SubmitPertinentPapersforAppointment  
0000007-2026/03162026



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



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

**Newly Hired Nonteaching Employees**

S/N	NAME OF APPOINTEE	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	<b>MAMAC, GERALYN S.</b>	Teacher I	Dipolog City, ZDN	<b>Maligaya ES</b> Polanco II District
2.	<b>ENOY, MELEZA R.</b>	Teacher I	Polanco, ZDN	<b>Tinglan ES</b> Mutia District
3.	<b>DALMAN, MYKAELA JOSEF T.</b>	Teacher I	La Libertad, ZDN	<b>Desin ES</b> Piñan District
4.	<b>USMAN, CHAIDA B.</b>	Teacher I	Katipunan, ZDN	<b>Banbanan ES</b> Katipunan I District
5.	<b>BINARAO, LUIGI Q.</b>	Teacher I	Rizal, ZDN	<b>Nilabo ES</b> Rizal District
6.	<b>BULOSAN, JOVY ANNE Q.</b>	Teacher I	Pres. M.A. Roxas, ZDN	<b>Minang ES</b> Roxas I District
7.	<b>BETOY, ROWENA P.</b>	Teacher I	Pres. M.A. Roxas, ZDN	<b>Sibatog ES</b> Roxas I District
8.	<b>TAO, IRENE Y.</b>	Teacher I	Pres. M.A. Roxas, ZDN	<b>Pongolan ES</b> Roxas I District
9.	<b>MARONSE, RENE M.</b>	Teacher I	Siayan, ZDN	<b>Suminogod ES</b> Siayan District
10.	<b>IDIAS, CHRISTIAN JAY D.</b>	Teacher I	Siayan, ZDN	<b>Guibo ES – Lacnapan Ext.</b> Siayan District
11.	<b>INSAG, NERIAN JEAN A.</b>	Teacher I	Siayan, ZDN	<b>Macasing ES – Tumanong Ext.</b> Siayan District
12.	<b>ASENTISTA, JAMAICA R.</b>	Teacher I	Siayan, ZDN	<b>Diongan ES Ext. – Niñan</b> Siayan District
13.	<b>TAMAYO, MARY CRIS M.</b>	Teacher I	Jose Dalman, ZDN	<b>Lipay ES</b> Ponot (Jose Dalman) District
14.	<b>CLAMOHOY, LORENNY A.</b>	Teacher I	Jose Dalman, ZDN	<b>Diongan ES</b> Ponot (Jose Dalman) District
15.	<b>PAGENTE, DOLORES P.</b>	Teacher I	Jose Dalman, ZDN	<b>Lipay ES</b> Ponot (Jose Dalman) District
16.	<b>CAYONGCONG, MAY E.</b>	Teacher I	Manukan, ZDN	<b>Lupasang ES</b> Manukan II District
17.	<b>ZAMORAS, ROGER B.</b>	Teacher I	Gutalac, ZDN	<b>Sto. Niño ES</b> Gutalac II District



Republic of the Philippines  
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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

18.	<b>MERCADO, ALFREDO JR C.</b>	Teacher I	Gutalac, ZDN	<b>Sto. Niño ES</b> Gutalac II District
19.	<b>TINGAS, ENGELIE Q.</b>	Teacher I	La Libertad, ZDN	<b>La Libertad CS</b> La Libertad District
20.	<b>SANTIAGO, ROMMEL B.</b>	Teacher I	La Libertad, ZDN	<b>La Union ES</b> La Libertad District
21.	<b>GAYAO, CYRIL REX R.</b>	Teacher I	Manukan, ZDN	<b>Moliton NHS- Panampalay Ext. HS</b> (Junior High)
22.	<b>AMIT, ANGEL GAY A.</b>	Teacher I	Tampilisan, ZDN	<b>Daniel Maing IS</b> (Junior High)
23.	<b>MONTALLANA, EMMANUEL A.</b>	Teacher I	Tampilisan, ZDN	<b>Bitoon IS</b> (Junior High)
24.	<b>BALBOA, SUNNY R.</b>	Teacher I	Leon B. Postigo, ZDN	<b>Sipakong NHS</b> (Junior High)
25.	<b>ORTIZ, RODNEY B.</b>	Teacher I	Salug, ZDN	<b>Godod NHS – Bunawan Ext.</b> (Junior High)
26.	<b>TEJERO, EDNA T.</b>	Teacher I	Labason, ZDN	<b>Malintuboa NHS</b> (Junior High)
27.	<b>BALANTA, EDRALYN B.</b>	Teacher I	Labason, ZDN	<b>Balas NHS – Gabu Extension</b> (Junior High)
28.	<b>CABASI, JUDY D.</b>	Teacher I	Sibuco, ZDN	<b>Sibuco NHS</b> (Junior High)
29.	<b>ELUNA, CARYL B.</b>	Teacher I	Polanco, ZDN	<b>Sianib NHS</b> (Senior High)
30.	<b>HECHANOVA, RHEA MAE A.</b>	Teacher I	Sergio Osmeña, ZDN	<b>Bagong Baguio NHS</b> (Senior High)
31.	<b>TEREZ, GLYDEL A.</b>	Teacher I	La Libertad, ZDN	<b>La Libertad NHS</b> (Senior High)



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(TEACHING ONLY)**  
Revised March 2026

**Directions:**

- **Submit the CSC Documents and the 201 file Division Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS. On page 1 of the 201 file Division Documents, indicate in the following format: name, position, and school/district.**
- **Scan 201 file Division documents and save as PDF FILE (submit soft copy to the 201 file In-charge)**
- **Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 envelope.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at [www.depedzn.net](http://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:**

- 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 [depedzn.net](http://depedzn.net))
- 1 copy** **Work Experience Sheet**
- 1 photocopy** **PRC License**
- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (print the ENCLOSED PDF (position description form) to be signed by the School Principal/PSDS)).
- 1 photocopy** **TESDA National Certificate II** (If Senior High-TVL Track)
- 1 copy** Transcript of Record Undergrad and Grad School
- 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)**

- 1 copy** Original **Panunumpa sa Katungkulan** (Revised 2025), notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible
- 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 [depedzn.net](http://depedzn.net))
- 1 copy** Original **Work Experience Sheet**
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (print the ENCLOSED PDF (position description form)/ to be signed by the School Principal/PSDS))
- 1 photocopy** **PRC License**
- 1 copy** Form 211 (medical) **(Revised 2025)** with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- 1 copy** **NBI Clearance**
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar))
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Contract of Service/Certificate of Employment from previous employer (if applicable)

**Separate Folder: Please comply/process the following insurances before submitting except GSIS.**

- 1 copy** **GSIS** Filled-out Membership Form with picture
- 1 copy** **PAG-IBIG** Membership Data Form issued by PAG-IBIG.
- 1 copy** **PhilHealth** Membership Data Record issued by PhilHealth.
- 1 copy** **BIR Registration Form** reflecting TIN number (if none please proceed to Payroll Section of this Division)

**Note: Please read and follow the instructions carefully. Thank you!**

Enclosure No.



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



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**LIST OF REQUIREMENTS FOR TRANSFER  
(TEACHING & NONTEACHING)**  
Revised JANUARY 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 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](http://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:**

- 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 [depedzn.net](http://depedzn.net))
- 1 copy Work Experience Sheet**
- 1 photocopy PRC License**
- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer or signed by Municipal or City Mayor, or Barangay Captain, Open Date, if possible.
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (print enclosed PDF to be signed by the School Principal/PSDS)
- 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**

- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer or signed by Municipal or City Mayor, or Barangay Captain Open Date, if possible.
- 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 [depedzn.net](http://depedzn.net))
- 1 copy Work Experience Sheet**
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (print enclosed PDF to be signed by the School Principal/PSDS)
- 1 photocopy PRC License**
- 1 copy** Designation Orders, if there's any
- 1 copy Latest** Notarized Sworn Statement of Assets and Liabilities
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 Medical Certificate (**Revised 2025**) with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Latest IPCRF (SY 2024-2025)
- 1 copy** of BIR FORM 2316 (for Payroll Section)

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

*Thank you!* ☺



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
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>			
		<b>Teacher I</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 11, 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 30,024.00		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 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):	
<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	None Required	None Required	PBET; Teacher

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

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

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	BEGINNER
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

<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>Teacher I</b> <b>(SENIOR HIGH)</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 11, 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		
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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 30,024.00	P 2,000.00/PERA
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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>					
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**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

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- 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
<b>Acad Track:</b> Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject <b>TVL Track:</b> Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None Required	<b>Acad Track and Core Subjects;</b> Arts and Design Track; Sports Track; None required <b>TVL Track:</b> National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization	PBET;Teacher

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

SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	BEGINNER
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**21f. Leadership Competencies** **Competency Level**

ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	BEGINNER
---	----------

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

Percentage of Working Time	(State the duties and responsibilities here:)	BEGINNER
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**